

LESSONS

IN

ENGLISH COMPOSITION

ORAL AND WRITTEN

FOR ELEMENTARY SCHOOLS

BY

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BOOK III

(STAGES V., VI., AND VII.)



First Edition March 1910
Reprinted June and October 1910

RAJ K. PRATAP SINGH

Standard ix style

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PART I.

CHAPTER I.—REPRODUCTION OF ANECDOTES, ORAL OR WRITTEN.

To the Teacher.—There is more than one method by which the extracts given below can be utilised for practice in composition, oral or written. Firstly, the contents of any tale or description can be made a subject of *conversation* between the teacher and the class. Secondly, one or more students can be asked to reproduce the substance *orally*, after the teacher has read it out to the class or repeated the substance himself. Thirdly, the students can be asked to reproduce the substance *in writing*, no reference to the book being allowed while the reproduction is in progress.

1. *The Old Lady and the Sailor.*

In a crowded thoroughfare an old lady, who was infirm with age, was standing on the edge of the foot-pavement making signals to the driver of a passing tramcar to stop and take her in. Thrice she was about to step into the road, but was afraid to do so on account of the crowd of other vehicles that were passing. A sailor, who happened to have come ashore and saw her difficulty, with good-natured roughness, but yet without giving her a moment's pain, picked her up with his two hands as he would have picked up a child, and carried her safely to the spot where the tramcar had stopped to take her in. The old lady, when set on her feet, could scarcely speak for anger at the ill-temper, as she considered it, which the honest sailor had taken. As the driver of the car could not wait any longer, he moved on and left the old lady and the sailor standing in the middle of the street. With the utmost composure, and paying no attention to the ill-temper that she had shown, Jack took her up again, carried her back to the pavement, and left her there, much to the amusement of passers by who had witnessed the scene.

2. *Gibraltar saved by Apes.*

In Gibraltar there is a colony of Barbary apes, the only such colony in Europe. Only twenty of these animals are now living there. They

are highly prized and carefully protected by all classes of men inhabiting Gibraltar. Their home is on the higher eastern portion of the famous rock, except when they are driven lower down by cold winds. The oldest ape is known as Major, and all the members of the colony appear to render him obedience, if not homage.

The reason why these apes are so highly thought of is that on one occasion they saved the fortress from capture. A group of them was seen chattering in a state of great excitement. One after another they put their ears to the ground in a certain spot. This action gave rise to suspicion on the part of the authorities, and a drum, on which was sprinkled a handful of sand, was placed near the spot where the apes had been listening so attentively. The grains were observed to dance, and the watchers immediately concluded that an attempt was being made to get into the fortress by mining. This proved to be true, and the timely warning given by the apes enabled the defenders to frustrate the attempt.

3. *Circumstantial Evidence.*

I have heard some very extraordinary cases of murder tried. I remember, in one where I was counsel, the evidence for a long time did not appear to touch the prisoner at all, and he looked about him with the most perfect unconcern, seeming to think himself quite safe. At last the surgeon was called, who stated that the deceased had been killed by a shot, a gunshot, in the head; and he produced the matted hair and stuff cut from and taken out of the wound. It was all hardened with blood. A basin of warm water was brought into Court; and as the blood was gradually softened, a piece of printed paper appeared—the wadding of the gun—which proved to be half of a ballad. The other half had been found in the man's pocket, when he was taken. By this evidence he was convicted and hanged.—*Lord Chancellor Eldon.*

4. *Intelligence of a Lioness.*

A sailor, who had gone ashore with others and had accidentally strayed away from his companions, was not a little alarmed at seeing a huge lioness come towards him. Much to his surprise, however, she did not appear to have any evil designs upon him, but, coming slowly up to him, crouched at his feet and looked steadfastly first at his face and then at some trees a little distance away. For a time the man could not understand this conduct, but presently, on the lioness rising and walking towards the trees and looking back at him as she went, he found out what it meant. Up in the branches of one of the trees was a large baboon with two little lion-cubs in its arms, and it was because of this that the lioness had come to him for help. The difficulty now was how to recover the cubs; for the sailor was afraid to climb the tree. Having his axe with him, he resolved to cut the tree down, which he did, the lioness watching him anxiously the whole time. When the tree fell and the three animals with it, the lioness dashed with fury upon the baboon and destroyed it; then, having gently caressed her affrighted cubs for some time, she returned to the sailor and showed her gratitude by fawning upon him and rubbing her head fondly against him.

5. *The Vine at Hampton Court.*

Hampton Court, which is situated by the side of the Thames and was once the summer residence of the kings and queens of England, contains within its walls many objects of historical interest that are well worth studying. The gardens and grounds around the building add much to the attractions of the place. One of the sights that the visitor should not omit to see is the wonderful old vine that was planted about a century and a half ago, when it was merely a slip taken from a vine-grower's nursery in Essex. Notwithstanding its great age it still bears about 300 bunches of grapes year by year, and some of these are over 2 lbs. in weight. Although this is not the largest vine in England, it has the largest stem of any, the girth being over 45 inches, while its principal branch is 114 feet long. The stem which has reached this extraordinary girth is outside the wall of the glass house, in the inside of which the main part of the vine has been trained to grow. It was planted very near the river; and the nourishment which it receives from the water percolating towards its roots is probably the chief cause of the continuance of its marvellous fertility. The grapes are primarily cultivated for the King's table; but His Majesty sends a great many bunches to hospitals and other institutions in which he is interested.

6. *A Lesson in Good Manners.*

At a country house in the French settlement of Chandernagore there was a little elephant, that was treated as a pet and was accustomed to come into the dining-room after dinner and seek contributions from the guests. One day, when a large party of guests were seated at the table taking fruit, the elephant came round, and, putting its trunk between the guests, begged for gifts of fruit or biscuit. One gentleman, however, instead of putting any food into the trunk, took his fork and sent the little elephant away with a stab. The animal left him and went to other guests, one after another, who treated it better. When it had finished its round of the table and taken all the presents that it desired to have, it went back into the garden, tore off the bough of a tree which was swarming with large black ants, returned to the room, and shook the bough over the head of the gentleman who had treated it so rudely. In a moment he was covered with ants. They filled his hair, crept down his neck, and crawled up his sleeves. He did his best to get rid of his persecutors, but could not manage it, and was obliged to leave the room, take off his clothes, go into a bath, and put on a new set of clothes. The other guests were amused at the occurrence, and admired the young elephant for its shrewdness in asserting its right to be more civilly treated.

7. *The Story of the White Sparrow.*

A man who owned a flourishing farm in one of the most fertile counties of England became so prosperous that he fell into lazy habits, and instead of getting up at five or six in the morning, as had long been his custom, he rose at seven, then gradually at eight, and finally even at so late an hour as nine. Meanwhile the profits of his farm

fell off, and though he looked most carefully into the produce of his crops and live-stock, and saw that the men whom he employed were not less industrious than heretofore, he could not discover any cause for the falling off in his receipts. At last a friend, without undertaking to explain the cause of his decreased profits, told him what the remedy should be:—"Get up at five every morning, and look for a white sparrow; but don't let any one see that you are about; for if you are seen, the white sparrow will not appear." The advice struck him as very odd; but he acted on it. After about a week's trial he saw no such thing as a white sparrow, but he did see something white, viz. a pail of the richest milk handed over to a woman on the other side of the hedge by a friend of hers who worked on the farm. After another week or two he saw a basketful of white eggs handed over to another person a little before daybreak. Again, after a further interval, he saw a lamb with a beautiful white coat secretly made over to a butcher, who was standing on the other side of a wall expecting to receive it. The farmer's eyes were now opened. He gave up looking for a white sparrow; but he had seen white milk, white eggs, and a white lamb, and these were quite enough to show him what was the cause of his declining profits and where the remedy lay.

8. *Alluvial Deposits.*

When Napoleon proposed to annex Holland and add it to the territory of France, he gave as one reason for doing so that Holland belonged to France by nature, being merely the alluvial deposit of three French rivers—the Rhine, the Mense, and the Schelde. There are many more instances of lands being made by rivers. The land of Egypt, at least all that part of it which is cultivated and occupied by husbandmen and their villages, is the gift of the Nile, which, coming down from high mountains in different parts of its course, has for thousands of years past been bringing with it enormous quantities of mud and making new lands further and further from its source. This is how the great delta of Egypt has been formed. The water recedes when the flood season is over, but the mud remains. The great rivers of Northern India, that flow from west to east, have been doing the same thing for thousands of years past and are doing it still. The alluvial deposits at the mouth of the Ganges, which are called the Sunderbunds, are perpetually growing. Calcutta itself stands upon ground that has been made by its great river, as Alexandria stands on land that has been made by the Nile.

9. *A Dentist and his Patient.*

A well-dressed man, who looked like a gentleman, having called to see a dentist, was shown into the waiting-room and told that the dentist would be ready to see him in the dentistry a few minutes hence. The dentist was attending to another case; but happening to glance through the door, which was only partially shut, he caught sight of the man removing various silver ornaments that were scattered about the room and conveying them to his pockets. The man was about to leave the house, when the dentist requested him to come into his dentistry and be seated. The dentist, after examining the

man's teeth, informed him that to escape serious consequences he would have to undergo a painful wrench together with a lancing of the gum, for which he must take gas. The patient expressed much unwillingness to undergo the treatment, for which, indeed, he was not at all prepared. But the dentist, paying no heed to his objections, administered a powerful narcotic, which rapidly made the man unconscious, and then sent for the police. The man was removed and woke up a couple of hours later to find himself securely locked up in prison.

10. *A Horse purchased from a Stranger.*

A gentleman once bought a horse at a fair. Now it is very hard to tell if a horse bought from a stranger has any unpleasant tricks or is at all vicious. So the gentleman who had bought it said to the seller:—"Will you tell me, as a favour, if the horse has any vice?" "Well," said the man, "I know nothing against its temper, except that it does not like to go to an inn (of which he gave the name) a few miles away; so, if you take my advice, you will never go near that inn. Everywhere else the animal is perfectly quiet." The new owner took the horse home, and rode it every day for more than a week. The animal was so quiet that the gentleman was more puzzled than ever why it should not like to go near that particular inn. At last he said to himself, "I will ride it past the inn and see what happens." He did so; but nothing happened, and the horse was as good as ever. The gentleman then rode it into the stable-yard of the inn, and of course the stable-man came out to see what was wanted. "Why!" he exclaimed as soon as he saw the horse, "here's our old horse back again!" and he told the gentleman that the horse had been stolen from the inn a short time before. Meanwhile the thief had had time to get safely away; and the stolen horse had to be given up to its rightful owners.

11. *A Tale of Courage and Self-Sacrifice.*

In connexion with the Crimean war we read of a touching instance of courage and self-sacrifice. One June day in 1855 a detachment of English marines was crossing a certain road under fire from the Russian batteries. All the men reached shelter in the trenches except a seaman, John Blewitt. As he was running across a little behind the rest, a terrific roar was heard. His mates knew the voice of a huge cannon, the terror of the army, and yelled, "Look out! It is Whistling Dick!" But at the moment Blewitt was struck on the knees by the enormous mass of iron that came from the gun, and was thrown to the ground. He called to his special charm, "Oh, Welch, save me!" The fuse of the cannon-ball was hissing, but Stephen Welch ran out of the trenches, and seizing the great shell tried to roll it off his comrade. It exploded with such force that not an atom of the bodies of Blewitt or Welch was found. Even in that time, when each hour had its excitement, this deed of heroism stirred the whole English army. One of the officers searched out Welch's old mother in her poor home, and undertook her support while she lived; and the story of his death helped his comrades to form a very high conception of a soldier's duty.

12. *The Southernmost People in the World.*

Off the extreme northern corner of South America lies the Fuegian archipelago, inhabited by a now gradually decreasing race called the Yaghans, who are the southernmost people in the world. The climate of the islands is foggy, damp, and extremely cold, and the inhabitants are among the most savage to be found anywhere on this earth. Their food-supply is scarce and precarious, besides being attended with much danger in the getting. To aid themselves in this struggle for existence they make canoes out of beech-logs, which they hollow out as well as they can along the middle, leaving the two ends untouched and solid. In a canoe thus made a couple of men will venture out on those storm-tossed channels, that even mariners, equipped with every aid that the shipwright's skill can furnish, view with caution, if not with alarm. The dwellings used by these people are of the rudest type, affording merely a temporary shelter against the bitter winds and the almost unceasing rain or sleet. This consists of small tree-trunks and beech-boughs stuck into the ground, with their tops bent over and lashed together at the centre. As the Yaghans are frequently on the move, decamping from place to place, nothing more permanent is needed as a dwelling-house. Within the last twenty-five years the population of these inhospitable islands has decreased from 3000 to 125, and it seems likely that the race will shortly become extinct.

13. *Life restored by breathing into the Lungs.*

A twelve-year-old boy, who is now being nursed back into health, owed the preservation of his life to the breath which his father blew into his lungs. One evening the boy, with some companions, was swinging on the end of a cart of hay that was standing unhorsed by the side of the rick. Suddenly the cart overturned, completely burying the boy under the hay. The children gave the alarm, and the boy's mother, not knowing it was her own son to whom the accident had happened, hurried her husband and a neighbour to the rescue. A quarter of an hour elapsed, however, before the boy was dragged from under the hay, to all appearances dead. The father, with remarkable presence of mind, drew the boy's mouth into his own and blew with all his strength, sending his own breath into the boy's lungs. The neighbour who had accompanied him took his turn, when the father's breath was exhausted. After ten minutes they noticed a twitching of the muscles of the child's face, and the heart was felt to beat. For two days the boy remained unconscious at the village hospital, but after that he began to make good progress towards recovery.

CHAPTER II.—TO SUBSTITUTE ONE PART OF SPEECH FOR ANOTHER.

1. **Interchange of Nouns, Verbs, Adjectives, and Adverbs.**—A sentence can be recast in such a way that the

same radical word can be used in one version as a noun, in another as a verb, in another as an adjective, in another as an adverb :—

{ He <i>was</i> much <i>annoyed</i> at hearing such remarks . . .	<i>Verb.</i>
{ The hearing of such remarks gave him much <i>annoyance</i> . . .	<i>Noun.</i>
{ Lead and tin <i>differ</i> very greatly in weight . . .	<i>Verb.</i>
{ Between lead and tin there is much <i>difference</i> in weight . . .	<i>Noun.</i>
{ The weight of lead is very <i>different</i> from that of tin . . .	<i>Adj.</i>
{ He was very <i>free</i> with his money . . .	<i>Adj.</i>
{ He parted very <i>freely</i> with his money . . .	<i>Adv.</i>

Exercises in § 1. (To be done orally and at sight.)

(a) *Recast (without altering the sense) the following sentences, substituting some Verb-form (either Finite or non-Finite) for each of the words italicised :—*

- Two friends set out on a *journey* together.
- On the way the *approach* of a grisly bear was seen.
- One of them had no *thought* for his friend's safety.
- He climbed up a tree with all possible *haste*,
- and sought *concealment* among the branches.
- The other man threw himself down on the ground on *pretence* of being dead.
- The bear took a *sniff* at every part of him ;
- but seeing no *movement* in any of his limbs,
- it went away without doing him any *harm* ;
- for bears have no *liking* for the flesh of a corpse.
- Then the man in the tree made his *descent* and said,
- "It came to my *notice* while I was in the tree,"
- that the bear's nose was almost in *touch* with your ear. Did the bear tell you anything?"
- "Yes, the bear told me a *valuable* secret.
- His *advice* to me was that I should avoid in future the company of those,
- who in time of danger think only of their own *safety*."
- Apparently* we shall not see you here again.
- His speech was received with universal *approval*.
- His conduct met with general *approval and praise*.
- We had better not have an *argument* about this.
- I cannot give my *assent* to this proposal.
- His conversation gave us much *amusement*.
- He had an *allowance* of £60 a year from his father.
- He made a long *search* for the watch, but in vain.
- He gave three *repetitions* of the blow.
- We must take some *rest* before we go any further.
- This hedge is the western *boundary* of my farm.
- There is a *jingle* of money in that room.
- He has a *hatred* for vice of every kind.
- We must show *obedience* to our betters.
- He took a *step* forward in the dark.

32. I have no *love* for underhand methods.
33. He had a long and sound *sleep* last night.
34. I have no *fear* of the consequences.
35. His objections were received by us with *laughter*.
36. The *tillage* of the soil is the work of husbandmen.
37. The Chinese built the Great Wall for *defence* against enemies.
38. I had the *choice* of four different books.
39. *Sun-rise* is at six o'clock.
40. The horse took a *run* across the meadow.
41. I view your conduct with deep *regret*.
42. It gives me much *pleasure* to hear you sing.
43. He made a long *stay* in this house.
44. The *seizure* of his goods was a painful *sight* to him.
45. I have no *expectation* or even *intention* of going.
46. He gave me no *admission* into his room.
47. All my arguments failed to produce *conviction*.
48. I desire to express *forgiveness* to the offender.
49. Make a *beginning*, and do not leave off in a *hurry*.
50. I can do this with your *assistance*.
51. You will have to pay a *fine* for an *infraction* of the law.
52. The *infliction* of a fine on you gives me much *pain*.
53. Dismiss your *fears*: all will be well in the *end*.
54. Fix your *attention* closely on the work in hand.
55. The story was given in *speech*, not in *writing*.
56. He had no *control* over the violence of his temper.
57. He gave an *order* for the *closing* of the door.
58. I will give you all the *protection* that I can.
59. The *advice* that he gave them was perfectly sound.
60. It is not my *belief* that this man will be *prosperous*.
61. *Condolence* does not always produce *consolation*.
62. I will not give you any more *trouble* henceforward.
63. Come, let us see the *abode* of the saintly hermit.
64. These flowers are now in *blossom*; come and see.
65. One steamer came into *collision* with the other.

(b) Recast (without altering the sense) the following sentences, substituting the **Noun-form** for each of the words italicised:—

1. The one refused to be *corrected* by the other.
2. After cutting down that tree I feel much *fatigued*.
3. The term for which I was *engaged* has nearly expired.
4. He insisted that his view was quite *accurate*.
5. He *resisted* for a long time before he yielded.
6. He *based* his hopes on a plentiful supply of recruits.
7. He was *exhausted* with his long ride over the moor.
8. I do not *expect* or even *intend* to stay here long.
9. They were much *surprised* and *revelled* at the news.
10. The monkeys were *headed* by an old grey chieftain.
11. The monkeys were *officered* like so many soldiers.
12. This rock *projects* a long way out towards the sea.
13. We will *commence* work at this point.
14. The sound gradually *increased*, as we advanced.

15. Do not be too *reliant* on other men's help.
16. He carried on his studies very *successfully*.
17. Tell me *candidly* what your object is.
18. Several persons *aided* the cause of temperance.
19. It *rained* the whole of that day.
20. The bridge is now practically *completed*.
21. The troops *passed* over the bridge in safety.
22. This problem cannot be *solved*.
23. This play has *delighted* us all very much.
24. What does he *mean* by such rudeness?
25. He threw down his tools and *defied* the foreman.
26. He is not *empowered* to give such an order.
27. Have you ever *tried* this new method?
28. *Govern* your tongue ; this is very necessary.
29. He can *behave* very well, if he chooses.
30. Such conduct *disgraced* the whole family.
31. He is *sensible* enough to avoid bad company.
32. I am not *connected* with him even distantly.
33. The owner is ready to *sell* this horse and carriage.
34. He has been *inimical* to me for a long time past.
35. There is nothing *stable* in his character.
36. I believe in his being entirely *innocent*.
37. This water must be *filtered* before it is drunk.
38. To eat and drink *temperately* is one secret of health. .
39. He was not *polite* enough to stand aside.
40. He is very *influential* in Parliament.
41. He went as a *pilgrim* to the Holy Land.
42. She is not very *graceful* in her movements.
43. He *troubled* me very much with his complaints.
44. There was no reason for him to *complain*.
45. They *frolicked* in the garden for more than an hour.
46. He *contracted* with us for the building of the house.
47. The house was half hidden in a *shady* valley.
48. Can you *prove* what you say?
49. It is pleasanter to *approve* than to *reprove* : so all men should strive to *improve* themselves.
50. This black cloud makes the room *gloomy*.
51. A poor man must be *frugal* in his habits.
52. I cannot endure such *tyrannical* treatment.
53. Would you like to *peruse* this letter ?
54. He did not *scruple* to desert me.
55. To *betray* a friend is disgraceful.
56. That *stupid* student *tries* my patience.
57. Gentleness will not tame a *furious* tiger.
58. He was *treacherous* enough to desert his friends.
59. He has *flattered* rather than *praised* me.
60. The streams of that county *abound* in fish.
61. He will conquer if he *perseveres*.
62. His professions are *sincere*, I do not doubt.
63. Where England is *supreme* is on the sea.
64. He *judged* of the case very severely.
65. These goods *sold* well at the auction.

66. He is not one of those in whom I *confide*.
67. As the judge *suggested*, the complaint was dismissed.
68. I am not *satisfied* with his excuses.
69. The witness stated that he *abhorred* such conduct.
70. The committee urged that A. should be *dismissed*.
71. To *accomplish* this task we must make every effort.
72. Such a thing does not *occur* every day.
73. You must not depend upon me to *maintain* you.
74. The one brother does not at all *resemble* the other.

(c) Recast (without altering the sense) the following sentences, substituting the **Adjective-form** for each of the words italicised :—

1. This rain will give fresh *fertility* to the soil.
2. He *presumes* to think that he stands first.
3. *Plenty* of rain fell yesterday.
4. In a great *crisis* like this we cannot be too careful.
5. The barking of that dog gives us much *trouble*.
6. He is rather inclined to *quarrel*.
7. This gentleman represents the *opposition*.
8. We waited with much *curiosity* to see the result.
9. There is *likelihood* of rain falling to-day.
10. This river is not more than four feet in *depth*.
11. Animals with four *legs* are the most useful to man.
12. He is *unusually* eloquent as a speaker.
13. He has too much *impulse* and not enough *caution*.
14. Mildew will do much *mischiefs* to the fruit.
15. A minstrel of great *age* came to the door.
16. Quickened your pace, and move a little more *nimbly*.
17. My sister has much *simplicity* of character.
18. Have *patience* and *hope* in time of *sickness*.
19. The thickness of the timber gives it *strength*.
20. Why was there so much *coldness* in his manner.
21. He has not *humility* enough to apologise.
22. The *heat* of this air will dry up the plants.
23. He takes much *pride* in the position that he holds.
24. Make the best use of your time in *youth*.
25. This wall is two feet in *width* and six in *height*.
26. *Poverty* is often treated with contempt.
27. The walk was of such *length* that it tired me.
28. He is a man of strict *justice* and *impartiality*.
29. The river is nearly a quarter of a mile in *breadth*.
30. A man is rewarded for deeds of *truth* and *honesty*.
31. His policy was marked by *wisdom* and *prudence*.
32. No sound was heard in the *stillness* of the night.
33. He had *generosity* enough to spare the guilty.
34. He acted with the courage of a *hero*.
35. I want some plaster that will *adhere*.
36. We cannot but *despise* his motives.
37. He has not yet *completed* his explanation.
38. His conduct does not deserve *censure*.
39. His conduct appears to be beyond *reproach*.

40. He was not *compelled* to come here to-day.
41. He has no *decision* of character.
42. Which of these two is most worthy of *blame*?
43. His reputation is in *peril*: help him, if you can.
44. His *apprehensions* were keener than mine were.
45. The thought could not be *effaced* from his memory.
46. In liberality he is without a *rival*.
47. The inner garment was made of *wool*.
48. His last years were spent in *peace* and *tranquillity*.
49. There is no *necessity* for such excitement.
50. He was remarkable for his *humanity*.
51. There will be no *passage* through the road for the next week.
52. He has had much *practice* in debate.
53. The *density* of the forest retarded our progress.
54. He shows no *penitence* for his fault.
55. Was there anything worth *noticing* in his manner?
56. He often *changes* his mind.
57. His temper is one that cannot be *managed*.
58. He *volunteered* his help; no one asked for it.
59. Some birds *migrate* with the change of season.
60. With all his *cleverness* he failed in the examination.
61. He lived in *solitude* in that lonely tower.
62. He devoted himself to *literature*.
63. The *splendour* of his retinue surprised them.
64. The workmen *clamoured* for better pay.
65. London is a city with a large *population*.
66. Napoleon's return from Moscow was full of *disaster*.
67. Athens was wholly given to *idolatry*.
68. His speech was worthy of *contempt* and nothing else.
69. He was a man of great *courage* and *energy*.

(d) Recast (without altering the sense) the following sentences, substituting the **Adverb-form** for each of the words *italicised*:—

1. Eric wandered in *freedom* through the forest.
2. He invested his money with much *caution*.
3. In an *instant* the signal was given, and all set off.
4. His action was *adverse* to our interests.
5. There was a *gradual* increase in the number.
6. He struck his hand with *violence* on the table.
7. He *surprised* us with his rude manners.
8. He showed much *patience* in his sufferings.
9. He had a very *narrow* escape of being caught.
10. He wrote me a *confidential* letter on the subject.
11. To live with *temperance* is the secret of living long.
12. The *early* bird finds the worm.
13. He has lived a *virtuous* life throughout.
14. It was a *fortunate* thing that no one was hurt.
15. He spent his days in *idleness* at home.
16. Boys should *respect* their teachers.
17. She gave him a *cold* reception, and he *deserved* it.
18. Your action was *unkind* as well as *unwise*.

19. The *precise* meaning of his words is unknown to us.
20. The cripple sat every *day* at the gate.
21. There seems to be much *discord* in that house.
22. He drew out the tooth with a great deal of *skill*.
23. He spoke with much *bitterness* on that matter.
24. He *stole* out of the house, when no one was awake.
25. I wrote him an *official* letter on the subject.
26. He set to work with much *energy* and much *caution*.
27. His work is as *efficient* as it is *useful*.
28. You must work with more *expedition*.
29. His behaviour *recess* me sometimes.
30. He spoke with more *malice* than *kindness*.
31. He acted with more *ambition* than *judgment* or *discretion*.
32. Bees spread their wax with much *sagacity*.
33. Twenty applicants came forward in *succession*.
34. It is a source of *happiness* to us that he recovered.
35. The growth of a seed is too gradual to be *perceived*.
36. The time we spent there gave us much *pleasure*.
37. His action was quite *independent* of my advice.

CHAPTER III.—ORAL EXERCISES IN DIRECT AND INDIRECT SPEECH.

2. **Direct and Indirect Speech.**—A speech is said to be in the form of *Direct* narrative, when the very words used by the speaker are repeated without any change ;—in the form of *Indirect*, when the main words are the same, but the construction is somewhat changed, and pronouns of the Third person are substituted for those of the First or Second.

3. **Assertive Sentences.**—When the speaker simply affirms or denies something, the sentence is said to be Assertive. If his speech is to be expressed in the Indirect form, the two rules given below must be observed.

Rule I. When the reporting or principal verb is in the Past tense, the Present tense in the reported speech must be changed to its corresponding Past form. Thus we change :—

<i>Shall</i> into <i>should</i> .	<i>See</i> into <i>saw</i> .
<i>Will</i> „ <i>would</i> .	<i>Is seeing</i> „ <i>was seeing</i> .
<i>May</i> „ <i>might</i> .	<i>Has seen</i> „ <i>had seen</i> .
<i>Can</i> „ <i>could</i> .	<i>Has been seeing</i> „ <i>had been seeing</i> .

Similarly, when the Present tense is changed into the Past by Rule I., an adjective or adverb expressing *nearness* is changed into one expressing *distance*. Thus we usually have to change :—

<i>Now</i>	into <i>then</i> .	<i>Hence</i>	into <i>thence</i> .
<i>This, these</i>	„ <i>that, those</i> .	<i>Thus</i>	„ <i>so</i> .
<i>Hither</i>	„ <i>thither</i> .	<i>To-day</i>	„ <i>that day</i> .
<i>Here</i>	„ <i>there</i> .	<i>Last night</i>	„ <i>the previous night</i> .

Rule II. When the reporting or principal verb is in a Present or a Future tense, the tense of the verb in the reported speech remains unchanged, nor is any change made in the adverbs of time or place, such as *now* into *then*, *here* into *there*.

Example of Rule I.—

Direct.—He said, “The man *will now* come.”

Indirect.—He said that the man *would then* come.

Example of Rule II.—

Direct.—He says, “The man *will now* come.”

Indirect.—He says that the man *will now* come.

Exercises in § 3. (To be done orally and at sight.)

(a) *Convert the following from Direct to Indirect:—*

1. He said, “The man will be here soon.”
2. The judge will say to you, “You are innocent.”
3. He said, “Much rain fell yesterday, and is falling still.”
4. All men declare, “He has never yet been defeated.”
5. He has told them, “I did not commit this fault.”
6. He is still declaring, “You are the man who did it.”
7. He told them, “The train is gone: you are too late.”
8. We heard the news, “The conquering hero is coming.”
9. They received notice, “You may all come.”
10. He has been saying all day, “I am tired of work.”
11. I shall tell him plainly, “You cannot come here.”
12. I told him plainly, “You can go to-morrow.”
13. I shall always say, “He, not I, is the guilty man.”
14. He repeated day after day, “This climate does not suit my health; I must go away as soon as I can.”
15. We told him, “The weather is stormy, the way is long, and the horse is tired.”
16. We were informed, “The carriage is ready; we shall have to get back before the clock strikes four.”
17. Notice was put up, “The prizes awarded this term will be presented to-morrow.”
18. He was privately informed, “Your fault will be pardoned, if you confess it without reserve.”
19. The banker announced, “I will agree to what you propose, if you sign this document, and pay the usual fee.”
20. The judge decides, “The man is guilty of murder, and will be hanged in four days’ time.”

21. The man has confessed, "I am the guilty man, and deserve the punishment."

22. And Jacob said, "It is enough; my son Joseph is yet alive; I will go and see him before I die."—*Old Test.*

23. And David's anger was greatly kindled, and he said, "The man who hath done this thing deserveth to die, and he shall restore the lamb fourfold."—*Old Test.*

(b) *Convert the following from Indirect to Direct :—*

1. He assured them that he would soon return.

2. He told them that he had been robbed of the book which he had bought.

3. He said he regretted the fault he had committed.

4. They all said to him that he deserved to be pardoned.

5. They said that he was the best worker they had seen.

6. He admitted that he had not worked so hard as A. had done.

7. He heard them say that he did not deserve the prize.

8. He promised that he would do it as soon as he could.

9. They said that he had deserved their thanks for all he had done.

10. All who heard it said that he was speaking the truth.

11. He said that he had been three years in jail and yet was innocent.

12. They told him they would never believe what he said.

13. He answered that he would prove what he said to be true.

14. My brother told me that he had been reading all day.

15. My father told me that I was wrong and would be fined.

16. I replied that if my fault were proved I would gladly pay the fine.

17. I admitted that I had acted foolishly in what I said.

18. He told me that I should not go after all.

19. He told me I might go as soon as I liked.

20. The cow left the dog lying in the manger, and went away saying that the dog could neither eat the hay himself nor would allow her to eat it.—*Aesop's Fables.*

21. A wolf seeing a she-goat grazing on the top of a high cliff, begged her to come down, and told her that the grass was much sweeter down below than up there, and that if she came down as he advised her, she would get a much better dinner.—*Aesop's Fables.*

22. The goat thanked him and said that she would not come down until he went away, as he was thinking more about his own dinner than about hers.—*Aesop's Fables.*

23. A man, being blamed for hanging a sheep, which in reality was a wolf in sheep's clothing, replied that he made it a rule to hang a wolf whenever he got one, although the wolf might be in the garb of a sheep, like that animal there.

4. **Interrogative Sentences.**—When the reported speech contains a question, and not an assertion or denial, the verb "say" or "tell" by which it is introduced has to be changed to "ask" or "inquire":—

Direct. Coming up, he *said*, "What is the way to Oxford?"

Indirect. Coming up he *inquired* what *was* the way to Oxford.

5. Imperative Sentences.—When the verb in the reported speech is in the Imperative mood, the verb going before has to be changed to some verb expressing a command, a precept, or an entreaty, and the verb in the reported speech must be changed from the Imperative mood to the Infinitive:—

Direct. He *said* to the student, "*Do not make any noise.*"

Indirect. { He *forbade* the student *to make* any noise.
He *ordered* or *told* the student *not to make* any noise.

6. Exclamatory Sentences.—When the reported speech expresses an exclamation, the verb going before must be changed to one that is best suited to the sense:—

Direct. He *said*, "*Alas! how foolish I have been!*"

Indirect. He *confessed with regret* that he *had* been very foolish.

Exercise in §§ 4-6. (To be done orally and at sight.)

Convert the following from Direct to Indirect:

1. As he passed me he *said*, "Where are you going?"
2. He *said* to the messenger, "Start at once."
3. He *said* to them all, "Good-bye, my friends!"
4. With much earnestness he *said*, "May God forgive him!"
5. Turning to his friend he *said*, "Wait till I return."
6. He *said* to his friend, "Be so kind as to lend me that book."
7. He *said* to the stranger, "Why do you stand here?"
8. In an angry tone he *said*, "Why did you strike me?"
9. He will certainly say, "Have you been reading to-day or not?"
10. In a tone of penitence he *said*, "Pardon me this once."
11. He exclaimed, "Hurrah! my friend has come."
12. My advice to him was, "Work steadily! fear nothing!"
13. And Reuben *said* unto them, "Shed no blood: cast Joseph into this pit that is in the wilderness, but lay no hand on him."—*Old Test.*
14. And Judah *said* unto his brethren, "What profit is it, if we slay our brother and conceal his blood? Come, let us sell him to the Ishmaelites, and let not our hand be upon him; for he is our brother and our flesh."—*Old Test.*
15. A stag, seeing his shadow in the water, *said* to himself, "What a pity it is that so fine a creature as I am should have so slender a set of legs! What a grand animal I should be, if only my legs were as fine as my horns!"—*Æsop's Fables.*

CHAPTER IV.—WRITTEN EXERCISES IN DIRECT AND INDIRECT SPEECH.

To the Teacher.—The examples in Direct and Indirect Speech given in this chapter being a good deal longer and more complex than those given in Chapter III., cannot be conveniently worked out at sight. But they furnish good material for reproduction in writing. A little freedom might be allowed in the rendering, if it is found that a verbal change here and there makes the narrative run more smoothly. A specimen is given below of the kind of rendering that is suggested.

The Young Man and the Philosopher.

Cra-tes, a philosopher of Athens, meeting a young man who was much in the habit of going about alone and taking walks by himself, said to him, "What are you about, my friend? I hope I do not disturb you by asking."

"I am conversing with myself," said the young man.

"Do you like that kind of conversation better than any other?" said Cra-tes; "and, if so, what is your reason?"

"I prefer it to any other," said the young man without taking offence; "for when I am conversing with myself, I know whom I am talking to."

"Let me speak to you a little seriously," said Cra-tes, "as an older man may speak to a younger. Mind what you are doing. You prefer, as you say, your own company to any other; but it might turn out without your knowing it that you are in bad company after all. Eagles can fly alone and come to no harm; they are strong enough to take care of themselves. But not all birds are eagles. The wiser animals, having less confidence in themselves than you have, live in societies, where one can help, advise, and encourage another."

The Same reproduced in Indirect Speech.

There was a certain young man in Athens, who was much in the habit of going about alone and taking walks by himself. Cra-tes, a prominent philosopher of that day, had noticed this peculiarity so often, that one day meeting him alone as usual he asked him in a friendly spirit what he was doing, and expressed a hope that he was not disturbing him by asking such a question. The only answer that the young man gave was that he was conversing with himself. This led the philosopher to inquire further whether he preferred that kind of conversation to any other, and if so, why? The young man, taking no offence at the question, explained that he preferred his own company to any other, because when he was conversing with himself he knew whom he was talking to. On hearing this, Cra-tes begged to be allowed to speak his mind plainly and somewhat seriously, as an older man speaking to a younger. He cautioned him against being too fond of his own company, as this, without his knowing it, might

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prove to be bad company after all. Eagles, as he reminded him, could fly alone without coming to any harm, because they were strong enough to take care of themselves. But all birds were not eagles. The wiser animals, having less confidence in themselves than he had, lived in societies where they could help, advise, and encourage one another.

(a) Convert the following from Direct to Indirect:—

1. *The Travellers and the Conflagration.*

Two travellers happened to be passing through a town at a time when a great fire was raging. One of them stopped at the door of an inn and entered, saying, "It is not my business to take any part in this matter. This is not the town where my home is. It has no claim on me." The other ran into the flames, and saved many goods and some people.

When he came back, his companion asked him, "Who bid thee risk thy life in other men's business?"

"He," said the brave man, "who bade me bury seed that it may one day bring forth increase."

"But what if thou thyself hadst been buried in the ruins?"

"Then should I myself have been the seed."

2. *Dispute between a Fox and an Ape.*

A fox and an ape disputed with each other which was the cleverer animal of the two.

"Tell me of any animal," said the fox, "which can surpass or even equal me in cunning. Though I have no strength to boast of, yet on account of my cleverness the biggest and fiercest animals are afraid of me."

"Tell me of any animal," said the ape, "which I cannot imitate. I can imitate all. Thus the faculties of all animals are united in me."

"And tell me," answered the fox, "of any animal that would imitate you if he could."

To this the ape could give no answer. He hung his head in shame and departed. So the fox proved to be the cleverer of the two.—*Æsop's Fables.*

3. *Who is to Bell the Cat? A Fable.*

The mice of a certain house, finding that their numbers were getting thinner every day, held a meeting to consider what they should do to get rid of the cat.

"If the cat had a little bell tied round his neck," said a young mouse, "every step that our enemy took would make it tinkle. Forewarned of her approach, we shall have time to run into our holes, and defy her to do her worst."

"Very simple means," said another young mouse; "nothing better could be done. Let us decide on this plan at once."

"Simple indeed," said an older mouse; "but I am afraid there is one difficulty in the way. Who is to bell the cat? Our young friends

have not told us. Will any one present in this meeting undertake to tie the bell on the cat's neck?"

As no one came forward, the meeting was dismissed with a remark from the older mouse:—"The best advice is useless, if it cannot be acted on."—*Æsop's Fables*.

4. *A Boatman's Choice.*

A young Persian prince was seated with a friend in his boat of state, when a passing barge having struck against a rock capsized, and its two inmates being unable to swim were about to be drowned.

"Rescue these men," said the prince to one of his boatmen, "and I will give thee a hundred pieces of gold." The boatman plunged into the water and rescued one of the men. The other perished.

"That man who perished," said the prince to the boatman, "was fated to die. We cannot fight against fate. It was his evil fortune that made it too late for you to catch hold of him."

"It is true," said the boatman, "I could not rescue both; so I rescued the one whom I preferred. My mind was set on rescuing the one man in preference to the other for a very good reason. I recognised them both before their barge went down. The one picked me up once, when I was exhausted with labour and thirst, and placed me on his camel; the other, when I was young and defenceless, flogged me for no fault."

"The great God is righteous," said the prince, "every one who does a good act benefits his own soul; and every one that sinneth against another sinneth against himself."—*Persian tale*.

5. *The Prince and the Horses.*

A certain prince, who had a great fancy for horses, bought a fine steed of a passing dealer; but he managed to induce the dealer to accept about half the price that he had asked for it.

"Get me another such horse to make a match to it," said the prince, overjoyed with his bargain.

"I will do so," said the dealer, "if I receive an advance; for I cannot get another such horse without paying something down to its present owner."

"Take this," said the prince, handing him a considerable sum, "and come back with the other horse as soon as you can."

Then turning to a friend who was present the prince said:—"Was he not foolish to take only half of what he asked? If he had had any sense, he would have seen that I was bent on buying that horse, whatever I might have to pay for it. If I were making a list of all the fools in the kingdom, I should place this man's name at the top of it. Wouldn't you do the same?"

"No," said the friend, "I should place your name at the top of the list, not his."

"Why?" said the prince in rather an angry tone.

"For giving money in advance to a stranger, without even knowing where he lives."

"But," said the prince, "if he comes back with the horse, as he certainly will (for he would not dare to fail a prince), what will you say then?"

"I shall then strike off your name from the top of the list, and put his in its place."—*Persian Tale*.

6. *The old Man, his Son, and the Ass.*

An old man and his little boy were driving an ass before them to the nearest market town, where the owner intended to sell it if he could find a purchaser.

"Have you no more sense," said a passer-by, "than for you and your son to trudge on foot, and let that fine ass of yours go on in front with an empty back?"

So the man put his boy on the ass, and they went on again. "You lazy young rascal," said the next person they met; "are you not ashamed to ride and let your poor old father go on foot?"

So he took the boy off, and mounted the ass himself. "Look at that selfish old fellow riding on in front, while his little son follows behind on foot," said one woman to another on meeting them.

The old man thereupon took up the boy behind him. "Are you the owners of that animal?" said a traveller passing; "one would certainly not think so from the cruel way in which you are using it. You two are better able to carry the poor animal yourselves than the animal is to carry both of you at once."

So they lashed the ass's legs to a long pole, and having swung the pole across their shoulders they entered the market-town, staggering under the weight. "This old man must be mad," said the spectators; "he is hurting not only the ass's feet, but his own shoulders and his son's shoulders too by carrying such a weight."

At this the old man laid down the ass with disgust, and said to his son, "Let us be off. In trying to please every one I have satisfied no one."—*Æsop's Fables*.

7. *Lawsuit between two Cats. A Fable.*

Two cats had divided a piece of cheese between them, but each thought that the other had the larger share of the two. Not being able to settle the dispute, they went to a monkey and asked him to settle it for them. "I will do my best to make one piece exactly equal to the other, if you will place both in my hands." They did so; and the monkey, having received the two portions, nibbled first at one and then at the other so as to make them exactly equal.

"Stop, stop," cried the two cats, who saw that each piece of cheese was rapidly going into the monkey's mouth, "we do not wish the case to go any further; let the case be closed, and we will go away."

The monkey with a grave face replied: "The case cannot now be closed; you have asked me to make your two shares equal, and I am doing my best to make them so."

When at last the two pieces had been made equal, the cats said: "The case can now certainly be closed. Give us back what is left of each share. We thank you for what you have done."

"Yes," said the monkey, "the case is closed; your two shares have been made equal. But the judge must have his fee for the time that he has spent in hearing and deciding this difficult dispute." Saying this, he devoured all that was left.

"It would have been better," said the cats to each other, "to have come to some agreement between ourselves, instead of going before a judge and losing all that we had."—*Aesop's Fables*.

8. *The old Peasant and the King.*

A king of France, so runs the legend, when travelling in private through a province of Spain, came across an aged peasant, who was actively engaged in the planting of date-kernels.

"Why," said the king, "do you take this trouble to plant the seeds of a tree of such tardy growth, seeing that the dates which are to spring from your seeds will not ripen till a hundred years have passed from now?"

"Am I not eating," he answered, "the fruit of trees planted a hundred years ago by my forefathers, who took thought for those that were to come after them? And shall I not do the same for my descendants?"

"I am so pleased," said the king, "with your thoughtfulness and industry, that if you will follow me into France, to which I shall return shortly, and bring all your family with you, I will give you a fine estate, which will be yours and theirs for ever."

"No," said the peasant, "I had rather stay where I am. If I accepted the gift that you offer, I should be giving up the very work in which I am now engaged and be undeserving of your kindness. The best way in which I can repay the debt that I owe to my forefathers is by doing a similar service to my posterity."

9. *Dispute among the Beasts for precedence.*

A question arose among the beasts, which of them was to be considered the first and greatest.

"On such a point as this," said the Horse, "let Man decide. He is most fit to judge between us, because he is not one of us; he is not concerned."

"It is true," said the Mole, "that Man is not concerned. But is he competent? Has he enough sense to perceive our inward qualities and discern our most hidden virtues?"

"That is a fair question," said the Ass; "can you be sure of that, Mr. Horse? I have my doubts."

"He who distrusts his judge," said the Horse, "is usually one who has least faith in his own cause. Let Man be sent for. He is most fit to judge."

"I agree," said the Lion, "let Man be sent for." So Man was sent for, and he came forthwith.

"By what scale, O Man," said the Lion, "wilt thou measure us?"

"By the measure of your usefulness to me," said Man. "What else do I care for?"

"At that rate," said the Lion, "the Ass will rank above me. I cannot submit to this. You must leave us, O Man, to decide for ourselves this question of precedence. Your services are not required."

A hot dispute then arose as to whether Man's services should be retained or not.

"After all," said the Lion, "what is this dispute about? What is

it to me whether I am considered first or last, above the Ass or below him? Enough; I know myself, and I don't care what these creatures think of me." With that he strode away into the forest, and left them to fight it out among themselves.

(b) *Convert the following as far as possible into the dialogue-form, so as to change them from Indirect to Direct :—*

1. *The Bat among Birds and Beasts.*

In the war (described in a fable) between birds and beasts, the bat, thinking one day that the beasts would win, entered their ranks, and on being asked who he was, impressed upon them that he was not a bird, and challenged them to find a bird that had two rows of teeth in its head as the bat had, and that gave milk to its young.

Another day, when the beasts seemed likely to lose, the bat went over to the birds and insisted that he was a bird. How, he asked, could he be a beast,—what beast in the world could fly like him,—what bird could fly better than he could?

But the birds drove him out with scorn, and told him that even if he were a bird, they would not allow such a changeable and treacherous creature to remain amongst them.—*Æsop's Fables.*

2. *The Fox that had lost his Tail.*

A fox, who had lost his tail, called the other foxes together, and standing with his back against a tree told them that the tail was of no use and should be cut off; and that if all agreed to do this, no one could feel ashamed of having lost it.

The tail, he said, was the source of all their dangers; for the fox was hunted for the sake of its tail, and not for the sake of its flesh or fur.

An old fox thanked the speaker for his advice, but asked him to explain why he kept his back so firmly fixed against the stump of that tree; and begged him to turn himself round, and let them see what sort of a tail he had, and how he would look without one.—*Æsop's Fables.*

3. *A Trumpeter's Plea for Mercy.*

A trumpeter, having been overtaken on the battle-field, begged that he might be spared. He pleaded that he had slain no man; that he carried nothing worse than a trumpet, which was merely a signal for battle; and that no one had ever yet been killed by a trumpet.

The soldiers told him in reply that they would slay him for the very reason that he was a trumpeter; for though he did not kill any men himself, he incited others to do so, and was therefore quite as dangerous and more mischievous than men who fought.

4. *The Prince and the Prisoners.*

A prince, having secretly visited a prison-yard and seen five prisoners with chains on their wrists going to work, asked them one after another what fault they had committed for which they were placed in prison.

The first said that he had done no wrong, but that the chief witness against him had told a lie, and the lie was believed by the magistrate.

The second said that the judge, who put him in prison, had a spite against him, and had not given him a just trial.

The third said that he had been found guilty through a mistake, and that the judge, being a dull man, had not understood the case.

The fourth said that he had been taken for another man: the man who was guilty escaped, while the man condemned was innocent.

These four all begged the prince to pardon them and to order the keeper of the jail to give them their liberty.

The prince turned to the fifth man and inquired whether he also declared that he was innocent and demanded to be released.

The fifth man told a different kind of tale: he admitted with sorrow that he had stolen a purse, and dared not ask for pardon; he owned that he was guilty and deserved the punishment which he was then suffering.

The prince, hearing this confession, said that a man who had been so dishonest was not fit to live with such honest men as those four, all of whom had declared that they had done no wrong; guilty and innocent men, he said, ought not to be compelled to live under the same roof.

Then turning to the jailor he told him to take that man's chains off and send him away, since he had not added to his faults, as the other four had done, the fault of telling a lie.

5. *The Lark and the Reapers.*

A lark, who had reared her young ones in a field of corn that was nearly ripe enough to be harvested, instructed them to take particular notice of what the owner of the field might say in her absence, whenever she might be forced to go away in search of food.

On the first day, when the owner entered the field, they heard him say to his son that the corn seemed ripe enough to cut, and that he (the son) must go early next day and request their friends, who dwelt in four or five houses near at hand, to come and help them to cut it.

The mother, having learnt from her young ones what the master had said, bade them not to be afraid; for she was sure (she said) that if the master of the field depended on his friends and neighbours, the corn would not be cut on the morrow.

Next day the master came to the field with his son; but finding no neighbours there to help him, he told his son to run off that instant to his uncle and request him to come on the morrow with his three sons and give a helping hand to the reaping of the corn; for it was evident that those friends and neighbours on whom he had depended were not to be trusted.

The mother, on hearing all this from her young ones, told them not to be alarmed; for kinsmen were often no better than neighbours in helping one another; but she cautioned them to keep their ears open, and let her know what they might hear next.

On the third day the owner, on coming to the field and finding no one there to help him as before, told his son that, as neither neighbours nor kinsmen would give any assistance, it was quite evident

they must do the reaping themselves ; so he had better bring a couple of sickles, and with these they would set to work at once.

The lark on hearing this told her young ones that it was then time for them to go ; for when a man resolved to do his work himself, it was not likely that the work would long remain undone.—*Aesop's Fables.*

CHAPTER V.—TO COMBINE TWO OR MORE SIMPLE SENTENCES INTO ONE COMPLEX OR MIXED SENTENCE.

7. Complex Sentence.—A Complex sentence is one that consists of a Principal clause (that is, the clause containing the main *verb* of the sentence) with one or more Subordinate or Dependent clauses :—

<i>Complex</i>	{ A merchant, who <i>had</i> much property to sell, caused all his goods to be conveyed on camels, as there <i>was</i> no railroad in that country.
<i>Simple</i>	{ A merchant, having much property to sell, caused all his goods to be conveyed on camels, there being no railroad in that country.

The two sentences mean precisely the same thing, and both have one Finite verb in common, *caused*. But in other respects they are entirely different. In the latter there is but *one* Finite verb, *caused*, and therefore the sentence is Simple. In the former, besides the Finite verb *caused*, there are two more Finite verbs, *had* and *was* ; and therefore the sentence cannot be Simple, but must be either Compound or Complex.

The sentence is not Compound, but Complex, because—(1) The clause “who had much property to sell” is connected with the noun “merchant,” which it qualifies as an adjective would do ; and (2) the clause “as there was no railroad in that country” is connected with the verb “caused,” which it qualifies as an adverb would do. Neither of these clauses can stand alone ; neither of them gives an independent sense without reference to some outside word ; and hence the sentence, as a whole, cannot be Compound. There is one Principal or Containing clause,—“A merchant caused all his goods to be conveyed on camels,”—and two Subordinate or Contained clauses. The sentence is therefore Complex.

8. Noun-clause.—A Noun-clause is so called, because it *does the work of a noun*. It may be the subject of a verb (as a

noun may be) ; or the object of a verb (as a noun may be) ; or the object of a preposition (as a noun may be) ; or the complement of a verb (as a noun may be) ; or in apposition with a noun (as a noun may be) :—

- | | |
|---|-------------------|
| (i.) <i>Who steals my purse</i> steals trash . | . Subj. of verb. |
| (ii.) I wish to know <i>when you will return</i> . | . Obj. of verb. |
| (iii.) This will sell for <i>what it is worth</i> . | . Obj. of prep. |
| (iv.) This is exactly <i>what I expected</i> . | . Compl. of verb. |
| (v.) The rumour <i>that he is sick</i> is false . | . App. to noun. |

From the above examples it will be seen that a Noun-clause can be introduced either by the conjunction *that*, as in (v.), or by a Relative pronoun (having no antecedent), as in (i.), (iii.), and (iv.), or by a Relative adverb, such as *when*, *where*, *whether*, *whence*, *how*, *why* (no antecedent being expressed), as in (ii.).

Exercise in § 8. (To be done orally as far as possible.)

Combine the following Simple sentences into a Complex sentence, containing a Noun-clause. The main verb is indicated by italics. In examples where the number of sentences to be combined is more than two, the student has the option of using any kind of Subordinate clause that he finds convenient.

1. He will come at some time or other. No one *knows* the time.
2. By some means or other this has come to pass. The means is not known to any one.
3. Rain will fall to-day. That is quite evident.
4. The air is never quite at rest. You *must* know this.
5. I shall never clearly understand this. So I *think*.
6. The school will open in ten days' time. So we *heard*.
7. The burning hills of the Mediterranean were the workshops of the divine blacksmith, Vulcan. That was the belief of the ancient Greeks. The name "*Voleano*" *indicates* this belief.
8. The wind is blowing in a certain direction. Even a feather *shows* the direction.
9. His father had been shot. He *did* not know it.
10. You have not signed your name to a letter. This *shows* your character. You lack moral courage.
11. Even the simplest weapons were useful to the first dwellers on the earth. This *will* be easily understood.
12. How is fire to be made? That is the question first occurring to the mind of a savage.
13. Fire can be produced by rubbing two sticks together. Common sense soon *taught* him this.
14. In the chipping of flint-weapons fire occasionally flashes out. The first men *must* have seen this.
15. Savages can produce fire in a few seconds. We *learn* this from travellers.

16. He says something or other. We *cannot* rely on it.
17. You have made a mistake. This *is* quite evident.
18. You were taken ill. This *was* very unfortunate.
19. He *was* a man of fine character in all points except one. He was rather timid.
20. What do you desire to have? I *will* grant you anything.
21. We can make our lives sublime. Lives of great men all *remind* us of this.
22. He cannot resist your claims. He cannot deny your merits. Of this you *may* be sure.
23. A certain amount of time is required for preparing plans. You *shall* be granted it in full.
24. The messenger told you something about that matter. I *heard* it.
25. It was your duty to make the best use of your time at school. You *found* out this too late.
26. Your hopes about your son's future may or may not be fulfilled. Time alone *will* show.
27. Columbus discovered America in a certain way. He was provided with ships and men by a certain king. He met with certain difficulties in the way. *Tell* me about the way, the king, and the difficulties.
28. The Russians, in the Crimean war, remained strictly on the defensive. It *is* not difficult to perceive the reason.
29. I have seen that man's face before somewhere. I *cannot* now remember the place.
30. You have come from a certain place. You have come for a certain purpose. You began your journey on a certain day. You arrived here on a certain day. I *should like* to be told the place, the purpose, and the days.
31. The earth moves round the sun. The sun does not move round the earth. Astronomers *have* clearly proved these facts.
32. The excessive heat at Sandhurst in the summer of 1900, and the number of deaths from sunstroke during the review, *gave* rise to two questions—Should a review have been held at all in such weather? If so, should not the heads of the men have been better protected?

9. **Adjective-clause.**—An Adjective-clause is so called, because it *does the work of an adjective*; that is, it qualifies some noun or pronoun as an adjective would do.

An Adjective-clause is introduced by a Relative pronoun or a Relative adverb. The word that stands as antecedent to the Relative pronoun or Relative adverb is the word qualified by the Adjective-clause.

A man *who has just come* inquired after you.

This is not the book *that I selected*.

This is not such a horse *as I should have chosen*.

We found it in the place *where we left it*.

Exercise in § 9. (To be done orally as far as possible.)

Combine the following sentences into a Complex sentence, containing an adjective-clause. The main verb is indicated by italics.

1. The theft was committed. The time of its commission *was* never found out.

2. The theft was committed. The man *has* been caught.

3. We lived in a house. The house *has* fallen down.

4. This *is* the story. I heard it ten years ago.

5. I should have chosen a certain kind of book. This *is* not such a one.

6. He *made* his living by getting presents. He received these presents from certain men. He had long served such men.

7. Man *has* the power of making certain instruments. Such instruments bring stars into view. The light of those stars has taken a thousand years to reach the earth.

8. Men now *catch* the reanimated fish in ponds. From those ponds, but a week before, the wind blew clouds of dust.

9. At different parts of its course a river *is entered* by tributaries. These tributaries swell its waters.

10. Of what use *is* a knowledge of books to him? He fails to practise virtue.

11. Fortune *selects* a certain kind of man for her friend. Such a man reflects before acting.

12. Springs *are fed* by rain. The rain has percolated into the earth through crevices in rock or soil.

13. Shakespeare was born in a certain house. *I have seen it.*

14. You acted on a certain plan. *It has answered* well.

15. You are telling me a certain story. Surely *it is* not true.

16. Such a man *is* thrice armed. He has his quarrel just.

17. The Saxon and Danish dialects *were* different forms of a certain language. This language was once widely spoken in northern Europe.

18. Every one spoke well of that man thirty years ago. He was then a fine young cricketer. Now he *has become* a confirmed drunkard.

19. One of the great annual fairs is held at Muttra. Muttra is visited on that occasion by many pilgrims from all parts of India. Muttra *is* one of the most ancient cities of Hindustan.

20. A small rest-house stood at the foot of the hill. We *stopped* there for the night.

21. The shipwrecked mariners *watched* for the ship. On the approach of this ship all their hopes of rescue were centred.

22. He had received a good education. This *raised* him above many men of his own age and rank.

23. In our ramble through the forest we *came* upon a thatched cottage. A fine cedar tree was growing by its side. The tree stood forty or fifty feet high.

24. He has no money laid by. He cannot borrow. He cannot even earn a decent income. A man of that kind *is* very much to be pitied.

25. The Indian Empire was acquired by the British in various ways. He briefly *described* the principal ones to the audience.

26. I *went* down a footpath. At the end of the footpath there was a chasm forty feet deep. The dead body of a man was lying there. A faithful dog was still seated by its side.

10. Adverb-clause.—An Adverb-clause is so called because it *does the work of an adverb*; that is, it qualifies some verb, adjective, or other adverb in the same way as an adverb itself would qualify it. Those conjunctions, which are used for introducing an Adverb-clause, are called Subordinative.

Subordinative conjunctions differ from one another according to sense. So when a Principal sentence is given, and one or more other Simple sentences have to be combined with it as Subordinate clauses, the student must consider in what sense or relation the Subordinate clause or clauses are intended to stand to the Principal clause, and select the conjunction accordingly.

(a) *Cause or Reason*: the chief conj. are *because, since, as*.

{ *Separate.* He will succeed. He has worked hard.
 { *Combined.* He will succeed, *because* or *since* or *as* he has worked hard.

(b) *Effect*: the chief conj. is *that, so—that*.

{ *Separate.* He worked hard. He made himself ill.
 { *Combined.* He worked so hard, *that* he made himself ill.

(c) *Purpose*: the chief conj. are *that, in order that, so that, lest*. (There is a negative implied in *lest*.)

{ *Separate.* Men work. They wish to earn a living.
 { *Combined.* Men work, *that* or *so that* they may earn a living.
 { *Separate.* He walked with care. He did not wish to fall.
 { *Combined.* He walked with care, *lest* he should fall (= *so that* he might not fall.)

(d) *Condition*: the chief conj. are *if, unless, provided*. (There is a negative implied in *unless*.)

{ *Separate.* I will do this. My being allowed to do it is a condition of my doing it.
 { *Combined.* I will do this, *if* or *provided* I am allowed.
 { *Separate.* I will go. My not being prevented from going is a condition of my going.
 { *Combined.* I will go, *unless* I am (= *if* I am not) prevented.

(e) *Concession or Contrast*: the chief conj. are *though, as, however*.

{ *Separate.* He is contented. He is poor.
 { *Combined.* { He is contented, *although* he is poor.
 { Poor *as* he is, he is contented.
 { *However* poor he is, he is contented.

(f) *Comparison (1) of equal degrees*: the chief conj. are **as**—**as**, **as much as**, **to the same extent that**.

- { *Separate.* He is clever. His cleverness equals mine.
- { *Combined.* He is *as* clever *as* I am.
- { *Separate.* He likes you. His liking for you equals mine.
- { *Combined.* He likes you *as much as* I do.

(g) *Comparison (2) of unequal degrees*: the conj. is **than**.

- { *Separate.* He is more clever. I am less clever.
- { *Combined.* He is more clever *than* I am.

(h) *Extent or Manner*: the chief conj. are **as**, **so far as**.

- { *Separate.* Men may sow much or little, wisely or unwisely. They will reap accordingly.
- { *Combined.* Men will reap *as* they sow.
- { *Separate.* I will tell you to the extent of my knowledge. The extent of my knowledge may be small or great.
- { *Combined.* I will tell you *so far as* I know.

(i) *Time simultaneous*: the chief conj. are **as**, **as soon as**, **when**.

- { *Separate.* He was very sorry. He found out his mistake.
- { *Combined.* He was very sorry, *when* he found out his mistake.
- { *Separate.* The bell rang. They all came up at once.
- { *Combined.* *As soon as* the bell rang, they all came up.

(j) *Time during*: the chief conj. are **while**, **so long as**.

- { *Separate.* Life still remains. There is hope.
- { *Combined.* *While* or *so long as* there is life, there is hope.

(k) *Time previous*: the chief conj. is **before**.

- { *Separate.* I refuse to pay at present. You must give me a receipt.
- { *Combined.* *Before* I consent to pay, you must give me a receipt.

(l) *Time up to*: the conj. is **till** or **until**.

- { *Separate.* He remained a minor. He was not yet twenty-one.
- { *Combined.* He remained a minor, *till* or *until* he was twenty-one.

(m) *Time subsequent*: the conj. are **after**, **since**.

- { *Separate.* He returned home. He had finished the work.
- { *Combined.* He returned home, *after* he had finished the work.
- { *Separate.* He was taken ill. He has been weak from that time.
- { *Combined.* He has been weak, *since* he was taken ill.

Exercise in § 10. (To be done orally as far as possible.)

Combine the following sentences into a Complex sentence containing an Adverb-clause. The main verb is indicated by italics:—

1. Men *engage* in some work. They wish to earn a living.
2. They *threatened* to beat him. The beating would be given for not confessing his fault.
3. He *was* always contented and happy. Yet he was poor.
4. He *likes* you up to a certain point. I like you to the same extent.
5. He *persevered*. At last he succeeded.
6. It is now late. *Let* us go to bed.
7. He *walked* with care. He was afraid of stumbling.
8. I *agree* to this. But you must sign your name.
9. He may punish me. Yet *will* I trust in him.
10. He *returned* home. He had finished the work.
11. *Prove* a friend. Then trust him.
12. He *persevered* steadily. Success was the result.
13. I *will* let this man off. He has been well punished already.
14. He is sixty years old. Yet his eyesight *is* excellent.
15. I *gave* him a prize. With that encouragement he might work harder next year.
16. They *deserted* their former associate. He had become poor and unfortunate.
17. The tree falls in a certain way. In that way it *will* lie.
18. We left the house at a certain time. It *has* not ceased raining ever since that time.
19. I *should* be glad to lend you that money. I have not as much in my own pocket.
20. Murder has no tongue. Yet it *will* speak.
21. You must leave the house at once. I *will* send for a policeman.
22. Ambassadors *were sent* from Sparta. The object of their going was to sue for peace.
23. He *left off* even trying to do his best. He had taken much pains. He could not give satisfaction.
24. He *must be* very tired. He had no sleep last night.
25. All men must die and be forgotten. Why then *should* any one seek for fame and riches?
26. He *learnt* Euclid rapidly. In so doing he astonished his teachers.
27. He *gave* up most of his spare time to home-preparation. He wished to gain a scholarship at the end of the term.
28. A thief *does* his work very cautiously. He does not wish to be caught in the act.
29. I may perhaps be allowed to speak. I *am* ready and able to explain everything.
30. The rain may fall this month. With the fall of rain there *will* be no fear of famine.
31. He should be very careful. Without care he *will* come to serious harm.

32. He may give me leave. He may not give me leave. I *shall* go back to my parents in either case.
33. He became more and more rich. He *was* never contented.
34. He has been very unfortunate. Yet he *is* always cheerful.
35. R. is a lazy boy. The other boys in the class are not equally lazy.
36. R. *is* a clever boy. No other boy in the class is more clever.
37. The branches of some trees *grow* to a great height. The roots of these trees grow to an equal depth.
38. Men may do well or ill in this life. They *will* be blessed or miserable to the same extent hereafter.
39. India fell under British rule. It *has* always been free from external attack from that time.
40. The judge has already decided the case. Further defence *is* useless.
41. Her son had escaped from many dangers. The mother *is* much pleased at seeing him again.
42. He *spoke* rapidly. We could not clearly understand him.
43. He did not consent to ride that spirited horse. He *was* not so courageous.
44. The trick was found out. The master *ordered* the man to be expelled from the house at once.
45. He *made* an excellent speech in defence of his friend. Every one admired him in consequence. Every one respected him.
46. The reasons of this unfortunate result *are* complicated. I am unable to explain them at once.
47. The success of that dull boy in the last examination *was* unexpected. Suspicious were roused.

11. **Mixed Sentences.**—We often meet with a sentence whose main clauses are Co-ordinate: so far the sentence is Compound. But each of these Co-ordinate clauses may contain one or more Subordinate clauses. Such sentences are Mixed, partly Compound and partly Complex.

What is obvious is not always known, and what is known is not always present.

This sentence *as a whole* is Compound, the two parts being combined co-ordinately by *and*. But each part contains a Subordinate clause. "What is obvious" is a Noun-clause in the first part; and "what is known" is a Noun-clause in the second. Two Complex sentences are thus joined together by a Co-ordinative conjunction, and the sentence so formed is Mixed, partly Compound and partly Complex.

Exercise on § 11. (To be done orally as far as possible.)

Combine the following Simple sentences in any way that may seem to come most easily, whether the result be a Simple, or a Com-

pound, or a Complex, or a Mixed sentence. The main verb or verbs are indicated by Italics.

1. He had enormous wealth. He never *enjoyed* peace of mind. He never enjoyed health of body.

2. He made some foolish remarks. They related to an event in his past life. He *was* off his guard at the time of making them.

3. You stand to me in a certain relation at present. This relation *may* be reversed at some future time. The time may not be very distant.

4. His kindness to me *has been* of such a character. I cannot express it. I never did anything to deserve it.

5. *Let* us take a walk into the grove. The grove is now thickly strewn with fallen leaves.

6. Hannibal led an army against Rome. The army *was* very formidable. Up to that time the Romans had not encountered an army so formidable.

7. The man *disguised* himself. He painted his face. He dyed his hair. He put on a strange coat.

8. My friend *is* an excellent rider. His horse played him many tricks. In spite of these tricks he *managed* to keep his seat.

9. The English nation *honours* the name of Wellington. He won the battle of Waterloo. He won many other great battles in the service of his country.

10. Affairs took a certain course after the 24th May. By this course the whole plan *was upset*. The upsetting was unavoidable and beyond recovery.

11. Their forefathers displayed high examples of courage in a previous age. Men *should strive* to imitate such examples. They should strive to bequeath similar examples to their posterity.

12. We decided on building a cottage in the vale. The vale is watered by a streamlet. The streamlet flows from a perennial fountain.

13. By the waters of Babylon the Jews *sat down* and *wept*. They remembered Sion. From Sion they had been taken captive.

14. Ghosts *were seen* to walk in the streets of Rome. This is according to the legend then current. Julius Caesar was murdered at that time.

15. He *left* the house in great anger. He had taken offence at certain remarks. The last speaker had made them.

16. The fire was put out. The inmates of the house were resened. The firemen then *removed* the pumps. They desired to take a little rest.

17. The signal was given. Every one immediately *raised* a shout. They desired by so doing to give a hearty welcome to the royal visitor.

18. What evils *have befallen* him? Why should he be so much pitied by every one?

19. Any branch of knowledge can be conquered by perseverance. There is no branch of knowledge too difficult for this.

20. The rope in your hand must have a stone tied to the end of it. It will touch the bottom of the well. It *is* long enough for this purpose.

21. The first shower of rain had fallen. The peasant at once *brought* his oxen and plough. He desired to break the first sod. He desired to east the first seed into the earth.

22. He worked patiently and industriously. I saw it. I immediately *decided* to give him some peenniary help.

23. The traveller enters the Suez Canal. Some rocks first meet his eye. These *are* a part of a breakwater. This breakwater was built for some two miles out into the sea. Ships may thus enter the canal in safety.

24. A ship is sometimes accidentally grounded in the Suez Canal. At such times great delays *are caused*. All other vessels are then detained. That ship has to be removed. The way has to be cleared for other ships to pass.

25. Formerly the canal had not been ent. Before that time, vessels bound for India *had* to proceed by a long and tedious voyage. They had to round the Cape of Good Hope. By rounding this Cape they might enter the waters of the Indian Ocean.

26. The Suez Canal is not likely to be obstructed or closed. Treaties have been signed between the principal nations of Europe. These provide against the occurrence of war. Even in time of war all vessels will be permitted to pass unhindered.

27. You are now well acquainted with the facts. You *can* judge for yourself. Have I been fairly or not fairly treated in this question? To its consideration I had given much time and labour.

28. The weather was bad. It threatened to become worse and worse. We *remained* under cover. We did not desire to be drenched with rain. Our journey was not yet finished.

29. He *is* miserable now. In his youth he was idle. He was self-indulgent. He placed no restraint upon his passions. He neglected his opportunities.

30. He *would* have come to a miserable end. A stranger unexpectedly appeared. This stranger relieved him of his most urgent wants.

31. I was thoroughly acquainted with his designs. I knew his character. Otherwise he *would* have brought me into serious trouble.

32. The traveller was furnished with ample means. He had received the clearest instructions as to the course to be taken. Yet he *missed* his way. He *took* another road. This road led him a long way round.

33. A student may be ever so dull. A subject may seem to be ever so difficult at first. The student *will find* it become either easier or more difficult. This will depend on his own perseverance or neglect.

34. The Amir of Afghanistan *has written* a most interesting book. In it he tells the story of his own life. Part of his life was spent in banishment from his own country. In that country he is now absolute master. He labours night and day for its protection and improvement.

35. The sailors *refused* to go on board. The ship was overloaded. A storm might at any time arise. The ship in this case would be unable to climb the waves.

36. What fault *has* he committed? Should he be dismissed in this way? Should he be sent away in disgrace?

37. His enemies *looked* upon him with a feeling of suspicion. The

expression of his face could not remove this suspicion. His promises could not remove it. His threats could not remove it.

38. The prisoner *was captured* by the police. They had pursued him for more than an hour.

39. He had led a laborious life. He had spent most of it in the metropolis. In his old age he *retired* to a quiet village. There he was born. There he desired to spend his remaining years.

CHAPTER VI.—THE USE OF STOPS AND CAPITALS.

12. The Four Principal Stops or Marks.—The stops or marks most frequently used in narrative and descriptive composition are shown below :—

Comma	_____	,		Colon	_____	:
Semicolon	_____	;		Full stop	_____	.

Punctuation or the use of stops divides one sentence from another sentence or one part of a sentence from another part. But it might be asked, What is the object of making such divisions? The object is twofold :—

(1) When the reader is reading to himself, the presence of stops makes it much more easy for him to understand at a glance the purport of what is written or printed.

(2) When the reader is reading aloud for the benefit of others, it shows him at what place or places he is to make a pause in his voice and what the length of the pause at each place is to be.

Roughly speaking, it may be said that, when you see a comma, you can stop for as long time as it takes you to count one ;—a semicolon, to count two ;—a colon, to count three ;—a full stop, to count four.

13. Necessity of Stops.—Much confusion may be caused by using wrong stops, or by putting stops in wrong places, or by neglecting to put them in where they are wanted. Take the following example :—

Jones was standing near the house where we were living at that time was considered unhealthy for several reasons.

Here there is no punctuation at all. What is given above will bear two different meanings according to the punctuation that we put into it.

(1) Jones was standing near the house. Where we were living at that time was considered unhealthy for several reasons.

(2) Jones was standing near. The house where we were living at that time was considered unhealthy for several reasons.

The following sentence is quoted from a recent reprint of one of Jane Austen's novels. (The person who is made to address Mr. Collins in the words quoted below is a woman, not a man.)

Mr. Collins, you must marry. A clergyman like you must marry. Choose properly, choose a gentlewoman for *my* sake, and for *your own*; let her be an active, useful sort of person, not brought up high, but able to make a small income go a good way.

In the original book, however,—the book that was printed and published under the eye of Jane Austen herself—the punctuation was different, and therefore the sense was different also.

Mr. Collins, you must marry. A clergyman like you must marry. Choose properly, choose a gentlewoman for *my* sake; and for *your own*, let her be an active, useful sort of person, etc.

The punctuation must have been altered in the reprint through an oversight in reading the proofs; for the point of the original sentence is lost. The substitution, as you will have seen, of a comma for a semicolon after *sake*, and of a semicolon for a comma after *own*, has radically altered the sense.

14. Main uses of the Comma.—The main uses of the comma can be best seen from the following examples, an explanation of each of which will be given at the close:—

- (1) My cousin, William, has gone out to sea.
- (2) A dull, heavy, and distant thud was heard. (*Adjectives.*)
Greece, Italy, and Spain are peninsulas. (*Nouns.*)
He lived quietly, frugally, and actively. (*Adverbs.*)
Steam drives, lifts, saws, prints, pulls, etc. (*Verbs.*)
Hark, hark, the lark at heaven's gate sings. (*Repeated Word.*)
- (3) Friend, go up higher. (*New Test.*)
- (4) The sun having set, we all went home. (*Nominative absolute.*)
Supposing this to be true, you are guilty. (*Impersonal absolute.*)
We have gone, say, ten miles. (*Imperative absolute.*)
I am, to speak plainly, quite dissatisfied. (*Infinitive absolute.*)
- (5) By night or by day, at home or abroad, asleep or awake, he is never free from sorrow.
- (6) He is not aware, it would seem, of the mistake that he made.
- (7) He is of the same grade with, but is junior to, me in service.
- (8) His vanity is greater than his ignorance, and what he lacks in knowledge is supplemented by impudence.
- (9) On seeing them he exclaimed, "Why are you all so late?"
- (10) He will succeed, *because he works hard.*
I will gladly do this, *if I am allowed.*

In (1) the comma separates one noun from another, with which it is in apposition; in (2) it separates words of the same part of speech, which follow one another in a series; in (3) it marks off a noun used for the purpose of address; in (4) it separates an absolute phrase (of whatever kind it may be) from the rest of the sentence; in (5) it

separates pairs of contrasted words from one another ; in (6) it marks off a parenthetical clause that has been wedged into the middle of the sentence ; in (7) it indicates that two prepositions are used, having one and the same noun or pronoun for its object ; in (8) it separates one co-ordinate clause from another, each clause having a separate subject of its own ; in (9) it separates a speech expressed in the direct form from the verb that introduces it ; in (10) it separates an Adverb-clause from its Principal clause.

Note 1.—As regards co-ordinate clauses exemplified in (8) let the student take note that the verb in each of these clauses has a separate subject of its own ; but when there is only one subject to two or more verbs, the clauses are not usually separated by commas.

Note 2.—An Adverb-clause, as shown in (10), is usually separated from the rest of the sentence by a comma ; but no comma is needed to separate either an Adjective-clause or a Noun-clause from the rest of the sentence :—

Adj.-clause. A man *who reflects before acting* is more likely to prosper than one *who takes a leap into the dark*. (No comma before *who*.)

Noun-clause. The rumour *that you were gone* turned out to be false. (No comma after *rumour*.)

15. Errors in the use of Commas.—The two errors to be guarded against are (a) that of using too few commas ; (b) that of using too many.

(a) *Using too few.*—Here is an example of a sentence which was printed without a single comma :—

The man who allows public affairs to be carried on in a way that he dislikes because he is too indifferent or too indolent to vote for a Deputy who will see that they are carried on differently is not the man to make a revolution.—*Spectator*, p. 43, Jan. 12, 1901.

(b) *Using too many.*—We might suppose the above sentence to be reprinted as follows :—

The man, who allows public affairs to be carried on, in a way that he dislikes, because he is too indifferent, or too indolent, to vote for a Deputy, who will see that they are carried on differently, is not the man to make a revolution. (Seven commas in all.)

Most of the commas used in the above are superfluous, and this is a worse fault on the whole than that of using too few. The sentence might be rewritten with two commas, both of which conduce to lucidity and point ; and no other commas besides these two are required.

The man who allows public affairs to be carried on in a way that he dislikes, because he is too indifferent or too indolent to vote for a Deputy who will see that they are carried on differently, is not the man to make a revolution.

The two most emphatic words in the middle of the sentence are

dislikes and differently. The pause indicated by the comma that is placed after each of them helps to emphasise each word, besides making the sense more obvious.

Exercises in §§ 14, 15.

Remove redundancies or supply deficiencies of commas in the following sentences, if you see reason :—

1. After a brief rest Nelson was called upon to meet the threatened invasion of England, by the flotillas of Buonaparte.—*Nelson*, by S. L. Brome, p. 267, 1891.

2. Until some definite plan has been decided on all official pressure should cease.—*Pioneer Mail*, p. 9, May 11, 1900.

3. We needed a man whom the public trusted, who was experienced in war, and above all fear of popular clamour.—*Review of Reviews*, p. 352, April 1900.

4. His father, being denounced by the populace, the family fled to Lyons.—*Literature*, p. 47, July 21, 1900.

5. The lake was at least two miles broad six miles long well wooded all round.

6. Sir L. R., who was in command at Dover previously to his proceeding to South Africa is to take up an appointment at the War Office on his return.—*Daily Telegraph*, p. 9, Sept. 12, 1900.

7. When the riff-raff foreigners, who have been looting in the Transvaal, stream over the border into Portuguese territory the Portuguese will have plenty of work for their police to do.—*Ibid.*, p. 7, Sept. 19, 1900.

8. So far as wounds are concerned the results of this war have not borne out the forecast made of the long range of these guns.—*Fortnightly Review*, p. 493, Sept. 1900.

9. Several officers ranking with, but junior in service to Sir R. Buller may be passed over in silence.—*Ibid.*, p. 624, Oct. 1900.

10. The supposition that this village was a Saxon settlement is strengthened if not established by certain facts.—*Mrs. JACKSON, Annals of Ealing*, p. 12.

11. In these days some persons will generally be found ready to explain away actions, and passions, of a questionable character.—*Fortnightly Review*, p. 632, Oct. 1900.

12. The interest which he threw over the fate of the Italian city, and the heroic efforts of the last of its tribunes marked him out to be a great writer.—*GRAHAM, Fict. Lit.*, p. 64.

13. The different sections of the party desire to obtain office in order to advance their several ideas, interests and hopes.—*Fortnightly Review*, p. 803, Nov. 1900.

14. The sky was covered with inky clouds, and the ground being damp, deadened the sound of our footsteps as we crossed the yard.—*Blackwood's Magazine*, p. 177, Aug. 1900.

15. The lives and interests bound up in hers, are anchors from which she can only swing a certain distance.—*Fortnightly Review*, p. 632, Oct. 1900.

16. As long as they existed, united, and powerful, while we shook our heads over the innovations we deplored, we could have no fear for the safety of English social life.—*Ibid.* p. 633.

17. We do not find many of them, among the women, and girls, with whom this paper deals.—*Ibid.*, p. 635.

18. The new king married Matilda, daughter of Maleolm, king of Scots and Margaret, the sister of Edgar Atheling.—RANSOME'S *Short Hist. Eng.*, p. 53.

19. While this enthusiasm lasted the service done to civilisation by the monks was immense.—*Ibid.*, p. 58.

20. His claim was allowed in 1231, and in 1238, Henry gave him his sister Eleanor in marriage.—HUNTER'S *Short Hist. Eng.*, p. 100.

21. With the sanction of the Pope, and of the Spanish king, conspiracies were set on foot to assassinate Elizabeth, to bring foreign troops into England and to make Mary queen.—*Ibid.*, p. 225.

22. He ordered the seven bishops to be tried for publishing a false, malicious and seditious libel.—*Ibid.*, p. 303.

23. It was resolved that James II., having broken the original contract between king and people, having ruled tyrannically, and having abdicated, the throne was vacant.—*Ibid.*, p. 305.

16. Main uses of the Semicolon.—The semicolon is the shortest stop after the comma, and hence their uses are apt to overlap. The following points, however, will be found useful for general guidance :—

(a) Co-ordinate clauses should be marked off from one another by a semicolon, when one or more of these clauses contain a comma :—

Honesty as compared with deceit is a safer way of dealing with other men ; it is an easier mode of dispatching business ; it inspires a man with confidence of two kinds,—the confidence that he ought to have in himself, and the confidence that he is expected to place in those with whom he has to deal.

Here are three co-ordinate clauses,—the first ending with “other men,” the second with “business,” and the third with “deal.” Now, the third clause has two commas of its own, neither of which could well be spared. Something more than a comma is therefore needed to separate the end of the first clause from the beginning of the second, and the end of the second from the beginning of the third.

(b) If the writer desires to emphasise each clause in a series of co-ordinate clauses, the use of semicolons in preference to commas helps him to carry out this object :—

We sleep on iron ; we traverse the earth on iron ; we traverse the sea on iron ; we plough the fields with iron ; we shoot with iron ; we chop down trees with iron ; we pump water with iron ; we bore into mines with iron ; we print with iron ; we bridge with iron.

A comma between each of these clauses would be equally correct. But the longer pauses indicated by the semicolons, as compared with the shorter pauses that would have been indicated by commas, cause

the reader to dwell a little longer on each clause in the series and thus pay more attention to it.

(c) A semicolon is used to distinguish clauses which are separated from each other by some Alternative or some Illative conjunction. (An Alternative conjunction, such as *or, otherwise, etc.*, is one that offers a choice; an Illative conjunction, such as *for, therefore*, is one that assigns a reason or draws an inference.)

I met him, as he was leaving the house; *otherwise* I should not have known where he lived. (*Alternative.*)

I refused to do what he asked me to do; *for* I was convinced that he had been misinformed of the facts. (*Illative.*)

The use of the semicolon in preference to a comma in each of the above sentences indicates that the reader should give himself enough time to appreciate the force of the alternative or of the inference.

17. Main uses of the Colon.—Next to the full stop the colon is the strongest of the dividing marks, and hence the uses of the colon are apt to overlap those of the full stop, just as the uses of the semicolon are apt to overlap those of the comma. Between the function of the colon and that of the full stop the following are the main points of distinction:—

(a) The colon introduces a statement which is intended to repeat, confirm, or slightly extend the drift of a previous statement, without taking the reader into entirely new ground. If the reader is taken into entirely new ground, a full stop should be used, and not a colon:—

You see now and then some handsome young jades among gipsies: the sluts have very often white teeth and black eyes.—*Spectator*, No. 130, para. 1.

There is no need of a full stop after “gipsies”; for the second sentence or clause does not take the reader into new ground, but merely repeats with some additional detail what had been said already in the first clause.

Let us now suppose that the second sentence asserts a new fact instead of merely amplifying what had been said already:—

You see now and then some handsome young jades among gipsies. They belong to a race which is said to have come originally from Egypt; hence their name is sometimes spelt “gypsies.”

Here a full stop after “gipsies” is much to be preferred to a colon. In fact a full stop is indispensable.

(b) It introduces a quotation, an argument, or an example. The colon in this case is usually followed by a short straight line, which is called a dash.

He rather exaggerates Napoleon's greatness, when he says:—"If greatness stands for something human beyond humanity, then Napoleon was assuredly great."—*Fort. Rev.*, p. 132, Jan. 1901.

18. The Full Stop or Period.—When a sentence, complete in sense and complete in construction, is brought to an end, the end is indicated by a full stop or period. Any one reading aloud should drop his voice with the last word.

Another use of the full stop is given below in § 23 (b).

19. Capital Letters.—The chief rules for the use of capitals are given below :—

(a) The first word of every new sentence and of every new line of poetry should begin with a capital.

The stag is an animal of great speed. It leaps and bounds so swiftly as to appear scarcely to touch the ground.

The way was long, the night was cold,
The minstrel was infirm and old.—SCOTT.

(b) The First Personal pronoun in the Nominative case is always written with a capital. The same rule holds good with the exclamatory sound *O* or *Oh*, and *Ah* :—

My brother and *I* will return soon.

O, why did you do that?

But *Ah*! 'tis heard no more.—GRAY'S *Ode on Poesy*.

(c) The first letter of a Proper name or of a Proper adjective is always a capital :—

The land that I live in is *England*. (Proper name.)

The language that I speak is *English*. (Proper adjective.)

(d) The first letter of *Sir*, *Madam*, *Lord*, or *Lady*, when these are used at the beginning of a letter or as titles of respect, is always a capital :—

My dear Sir. Dear Madam. My Lord. My Lady.

(e) The first letter of the names of months, the days of a week, and the names of seasons or festivals, should be a capital :—

He came on 10th *August*. (Name of month.)

He left on the following *Saturday*. (Day of week.)

To-morrow will be *Christmas* day. (Season or festival.)

(f) The first letter of a word or words used to express a title should be a capital :—

William the Conqueror. Edward the Seventh.

The Prime Minister. The First Lord of the Treasury.

Exercise in §§ 14-19. (To be done in writing.)

Insert the proper stops and capitals in the following :—

1. we bent our course towards the northern part of the island the heat there was suffocating the moon had risen and was surrounded by three black circles a frightful darkness shrouded the sky but the frequent flashes of lightning disclosed to us long rows of thick and gloomy clouds hanging very low and heaped together over the centre of the island being driven in with great rapidity from the ocean although not a breath of air was perceptible on the land

2. as we walked along we thought we heard peals of thunder but on listening more attentively we perceived that it was the sound of cannon at a distance repeated by the echoes these ominous sounds joined to the tempestuous aspect of the heavens made me shudder i had little doubt of their being signals of distress from a ship in danger in about half an hour the firing ceased and i found the silence still more appalling than the dismal sounds which had preceded it

3. we hastened on without uttering a word or daring to communicate to each other our mutual apprehensions at midnight by great exertion we arrived at the sea-shore in that part of the harbour called golden dust the billows were breaking against the beach with a horrible noise covering the rocks and the strand with foam of a dazzling whiteness blended with sparks of fire by these phosphoric gleams we distinguished notwithstanding the darkness a number of fishing canoes drawn up high on the beach

4. at the entrance of a wood a short distance from us we saw a fire round which a party of the inhabitants was assembled we repaired thither in order to rest ourselves till the morning while we were seated near this fire one of the bystanders related that late in the afternoon he had seen a vessel in the open sea driven towards the island by the current that the night had hidden it from his view that two hours after sunset he had heard the firing of signal-guns of distress but that the surf was too high to enable them to launch a boat to go off to her that a short time after he perceived the glimmering of the watch lights on board the vessel which he feared by its having approached so near the coast had steered between the mainland and the little island of amber and that if this were the case of which however he would not take upon himself to be certain the ship he thought was in very great danger—*Extraets from Paul and Virginia.*

20. Note of Interrogation.—This is used after sentences which ask questions ; it might therefore be called the question-mark :—

Where was he born ? When did he die ?

Observe, however, that the question-mark must not be used when the question is expressed in the Indirect form (§ 2).

I wish to enquire where he was born and when he died.

21. Note of Exclamation.—This is used after words or sentences that are intended by the writer to express surprise, regret, desire, or any other kind of emotion :—

How are the mighty fallen, and the weapons of war perished !

2 Sam. i. 27.

Bacon behind his age ! Bacon clinging to exploded abuses ! The words seem strange.—MACAULAY.

22. Quotation Marks.—A pair of *inverted* commas marks the beginning of a quotation or of an interrupted quotation. Another pair of commas, *not inverted*, marks the close. If a second quotation is inserted within a previous one, a single comma is used at either end—an inverted one at the beginning, a non-inverted one at the close :—

“What did they say to you?” inquired the man. “They gave me,” he answered, “strict orders, ‘That gate is not to be opened under any circumstances whatever.’”

The sense of a sentence often depends on the proper use of the quotation marks :—

(1) The plaintiff said the witness was guilty of perjury.

(2) “The plaintiff,” said the witness, “was guilty of perjury.”

Observe that sentences (1) and (2) mean entirely different things.

23. Omission Marks.—There are four different marks or signs by which an omission of some kind can be indicated. The omission may be either intentional or unintentional.

(1) *Unintentional Omission* :—

For this kind of omission the only sign used is *Λ*. This is never used in print, but in a letter or any other kind of written document, if some word or words have been left out by mistake, this symbol is used to show the exact place where the missing word or words have to be supplied.

(2) *Intentional Omissions* :—

Three different signs are used to indicate omissions of this kind : (a) the apostrophe ; (b) the full stop ; (c) the asterisk.

(a) The apostrophe is indicated by the symbol ' which consists of a comma placed *above* the body of a letter instead of below it, as ordinary commas are :—

¹ Some writers and printers use only one comma instead of two, and if there is a second quotation within the first, they use two commas instead of one. There is no harm in this method, provided it is consistently carried out.

The Hon'ble (for *Honourable*) ; 'tis (for *it is*) ; it's (for *it is*) ; don't (for *do not*) ; tho' (for *though*) ; '09 (for *1909*) ; e'er (for *ever*) ; can't (for *can not*) ; o'clock (for *of clock*).

The apostrophe is always used as a sign of the Possessive case of Nouns ; but for pronouns ending in *s*, such as *its*, *hers*, *ours*, *yours*, *theirs*, it is never used.

The old inflexion for the Possessive case was *es*. When the *e* was omitted, as it now always is, the absence of the *e* was indicated by the apostrophe ; as *moon*, *moones*, *moon's*.

In Singular nouns the apostrophe is always followed by *s*, as *moon's*, excepting in such phrases as "for *conscience*' sake," "for *goodness*' sake," where the *s*, even if it were written, could not be heard in speech.

In Plural nouns the apostrophe is never followed by *s*, as "horses' tails," except in those few Plurals which do not end in *s*, as "men's hats," "oxen's hoofs," "women's curls."

(b) **The full stop.**—This is used after abbreviations, such as A.D. (for *Anno Domini*), B.C. (for *Before Christ*), M.P. (for *Member of Parliament*), B.A. (for *Bachelor of Arts*).

It is also used with the initials that are written or printed before a surname, as W. G. Dawfield (for *William Gerard Dawfield*). If the surname is not given, but only the first letter, then the full initials will be W. G. D. (for *William Gerard Dawfield*).

The full stop is also used for the abbreviation of titles, as Rev. (for *Reverend*), Hon. (for *Honourable*), Bart. (for *Baronet*), Ven. (for *Venerable*) ; and for the shortened writing of months, as Aug. 14.

(c) **Asterisks** are used to signify that some words or sentences have been left out on account of their irrelevancy or for any other reason that the writer may have had in his mind :—

The Jews * * * paid heavy taxes to the Norman kings.

From such a sentence as the above the reader is made to understand that the quotation is not complete, and that certain words (few or many as the case may be) have been left out for some reason which is known to the writer, but does not concern the reader.

24. Hyphen.—The hyphen is a single horizontal line, and is used for four purposes :—

(a) For separating one syllable from another at the end of a line :—

For-mer-ly ; hand-some ; in-hos-pit-a-ble.

(b) For separating two vowels, which are not to be sounded together as one :—

Co-operation (not cooperation) ; pre-eminent (not preeminent).

(c) For distinguishing the component parts of a compound word :—

He is a kind-hearted man.

The man-eating tiger was shot.

A pre-Adamite man. A sub-judge.

The omission of the hyphen, such as occurs in the following sentence, is wrong :—

Accordingly I took no steps, and the Vestry compromised the matter by accepting from the *cab owner* a payment of £4 as compensation.—*John Bull*, p. 448, Oct. 2, 1909.

Cab-owner is a compound word equivalent in sense to “owner of the cab.” The object of “from” is not *cab* but *owner*.

(d) For showing that two nouns are compounded with a single base :—

The wheat- and barley-harvests were both as good as usual.

Note 1.—In compound words, if they are very well established, no hyphen is used ; as, in *bathroom*, *nobleman*, *bullfinch*, *cupboard*, *blacksmith*, etc.

Note 2.—It is better to use no hyphen at all than to put one in the wrong place. Thus if we write “a pickled herring-merchant,” this will mean that the herring-merchant is pickled, not the herring. But if we write “a pickled-herring merchant,” this will signify a merchant who deals in pickled herrings.

Note 3.—The omission of the hyphen may cause a serious ambiguity :—

The man eating tiger was shot.

This might mean—“The man who was eating tiger was shot.” It is therefore necessary to write, “The man-eating tiger was shot.”

Note 4.—When an adjective is expressed by a phrase, the different parts of the phrase should be joined by hyphens.

A young traveller fell in love with the *sixteen-year-old* daughter of his employer.—*Daily Express*, p. 1, Sept. 30, 1909.

Here the italicised phrase qualifies the noun “daughter,” as if it were an adjective expressed by a single word.

25. Brackets.—Brackets are used for inserting a parenthesis, *i.e.* a word, phrase, or sentence inserted by way of comment or explanation :—

I gave all I had (two pounds) to that cause.

At the age of ten (such is the power of genius), he could read and translate Greek with facility.

Sometimes one parenthesis is put inside another. In that case two pair of brackets must be used : [(——)]. This, however, very rarely occurs.

26. Dash.—The dash is a single horizontal line, like the hyphen, but is twice or three times as long. Its main uses are the following :—

(a) To mark a break or abrupt turn in a sentence :—

Here lies the great—false marble where ?
Nothing but sordid dust lies here.

(b) To mark words used in apposition or explanation :—

Nothing comes amiss to her nimble fingers,—spoons
and forks as well as purses.

(c) To resume a scattered subject :—

Health, friends, position, happiness—all are gone.

(d) To indicate a hesitating or faltering speech :—

I—er—I believe—er—that we shall—er—

(e) To indicate a long and significant pause, such as any one would make in reading aloud or in talking, if he wished to increase the effect of the word or words that follow :—

They would have made an ill-matched pair, but happiness may still be theirs—in other company.—*Daily Telegraph*, p. 9, May 7, 1901.

The dash here used suggests what the other wishes to imply without distinctly saying it :—“in any company except their own.” In other words—“Happiness may still be theirs, provided they are never united in wedlock.”

Exercises in §§ 14-26. (To be done in writing.)

Put in all the stops or other marks required in the following, and supply the necessary capitals.—(Extracts from Preceptors' Third Class Examination.)

1. useful indeed said the man come you had pinched and ground me down for some years before that but i had served you faithfully up to that time in spite of all your dogs usage had i ralph made no reply had i said the man again you had had your wages rejoined ralph and had done your work—June 1889.

2. at last calling serjeant thompson aside i asked him am i too old to be accepted in john's place why i dont know said he you are rather

old to be sure but yet money may do much i put the money into thompsons hand and said jack you are free i will go in your stead—Xmas 1889.

3. impatient of the silent horn now in the gale her voice was borne father she cried the rocks around loved to prolong the gentle sound awhile she paused no answer came malcolm was thine the blast the name less resolutely uttered fell the echoes could not catch the swell a stranger i the huntsman said advancing from the hazel shade—June 1890. (Write out in proper metre.)

4. huntsman rest thy chase is done while our slumbrons spells assail ye dream not with the rising sun bugles here shall sound reveille sleep the deer is in his den sleep thy hounds are by thee lying sleep nor dream in yonder glen how thy gallant steed lay dying huntsman rest thy chase is done think not of the rising sun far at dawning to assail ye here no bugles sound reveille—Xmas 1890. (Write out in proper metre.)

5. then while his plaid he round him cast it is the last time tis the last he muttered thrice the last time eer that angel voice shall Roderick hear it was a goading thought his stride hied hastier down the mountain side sullen he flung him in the boat and straight across the lake it shot—June 1891. (Write out in proper metre.)

6. the man was a rough bearded old sea dog who had just burst in from the tavern through the low thatch upsetting a drawer with all his glasses and now came panting and blowing straight up to the high admiral my lord my lord theyre coming i saw em off the lizard last night who my good sir you seem to have left your good manners behind you the armada your worship the Spaniard but as for my manners tis no fault of mine for I never had any to leave behind me.—Xmas 1891.

CHAPTER VII.—WRITTEN COMPOSITION OF MORE THAN ONE PARAGRAPH: EXAMPLES FROM ÆSOP'S FABLES.

27. Unity in Composition.—A sentence is a complete thought expressed in words. A paragraph is a collection of sentences. A longer composition, such as a description of some object, place, or season, or a narrative of some event or legend, or an essay on some subject of general interest, is a collection of paragraphs. Attention should be paid to the following precautions:—

(a) Take care that every *sentence* is made to express one main fact or thought, and not more than one. Here is an example of a sentence in which this principle is violated:—

He invaded France, but Philip wisely declined a pitched battle, and having exhausted his money and loaded himself with debt.

Edward returned next year to England.—RANSOME, *Short Hist. Eng.*, p. 48, Ed. 1897.

The sentence should be broken up into two, a separate sentence being given for the statement of each separate fact.

Edward invaded France, but Philip wisely declined a pitched battle. Having exhausted his money and loaded himself with debt, Edward returned next year to England.

Note.—To avoid the uncertain reference of the pronoun *He*, as it stands in the original, we must substitute *Edward*. It is better to mention this name twice than to cause an ambiguity. But the repetition of *Edward* might be avoided by saying, "the English King returned next year to his own country."

(b) Take care that every *paragraph* is made to deal with one main subject, and not with more than one. The sentences of which the paragraph is composed should be made to centre round, or converge towards, one main point, which is called the *theme*. Here is an example of a paragraph in which this principle is violated:—

The Royal Tour in Australia.

The great event of the month in the Colonies has been the opening of the Australasian Parliament by the Duke and Duchess of Cornwall. The Royal progress in Australia has been one long triumphal procession. Colony has vied with colony as to which could make the most overwhelming manifestation of their loyalty and enthusiasm. So far everything has gone without a hitch, and when the Royal party returns, it will have to report that the stately ceremonial of the christening of the Commonwealth passed off in a fashion which bodes well for the future relations between the Commonwealth and the Empire. The King had a narrow escape from drowning last month. He was on board the *Shamrock II.* when Sir T. Lipton's yacht suddenly capsized in a squall. Fortunately no one was hurt.—*Rev. of Reviews*, p. 529, June 1901.

Here the theme of the paragraph, as distinctly given by the writer himself, is the "Royal Tour in Australia." Yet before concluding the paragraph he darts off, without giving a word of warning, into an entirely new subject,—an accident off the English coast. "Empire" should have been the last word of the paragraph. A new paragraph should begin with the words "The King."

(c) Take care that the composition as a whole, whatever its length may be, does not ramble away from the subject with which it professes to deal. The writer must stick to the point, and not be tempted to introduce irrelevant matter, merely because some ideas that are only slightly connected

with the subject happen to come to his mind more readily than any others. This is a temptation that he must resist.

28. Use of a Parenthesis.—If the writer wishes to say something, which is useful by way of comment or explanation, but not so vital as to require a more explicit or more prominent mention, he may do so by inserting a parenthesis into the body of the sentence. Provided the parenthesis is short (for a long parenthesis should never be used), this is not felt to be a breach of unity. Here is an example of a parenthesis to which no objection could be made :—

The gentleman (for I found he was treated as such by his audience) was entertaining a whole table of listeners with the project of an opera.—ADDISON, *Spectator*, No. 31, para. 4.

29. Length of Sentence.—The beginner is advised not to attempt to make long sentences. In this respect he should follow the example of a child who in learning to walk does not attempt to take long steps. At the same time he should avoid making a succession of very short sentences, each of which is separated from every other by a full stop. This can be avoided by a judicious use of conjunctions or other connective words.

Northumberland's triumph seemed to be complete. The heir to the throne was a Protestant, and his own son's wife.—*Short Hist. Eng.*

Here the fact stated in the second sentence was evidently intended by the writer to furnish the reason for the fact stated in the first. The two should, therefore, have been amalgamated into one in some such form as the following :—

Northumberland's triumph seemed to be complete ; for the heir to the throne was a Protestant and his own son's wife.

30. Length of Paragraph.—The length of a paragraph will depend upon the amount of matter that comes fairly within the scope of the subject with which the paragraph professes to deal. It rests with the writer himself to decide what the subject of a paragraph shall be. The beginner is advised, however, to make his paragraphs short. Short paragraphs are suitable for a short narrative or a short essay ; indeed there is no harm if a single sentence, provided that it contains a very important statement, has a paragraph all to itself. Placed in a paragraph by itself the statement acquires the prominence, and excites the degree of attention, which the writer intended it to have by so placing it.

31. Style and Diction.—A few general hints on style and diction, though there is no space for details, may be given in this place :—

1. Know what you have to say, and say it.
2. Say it in your own words, but in trying to be direct, simple, and vigorous, keep clear of colloquialisms and slang.
3. Make no attempt to ape the style of any great writer. No one should act the part of an ape. The higher this creature climbs, the more it shows its tail.
4. Follow your own bent, and then the style will be what it ought to be—your own.
5. Never use a word of which you do not understand the meaning. To do such a thing is very like the act of an ape.
6. Do your best to make the reader understand what you write as readily and as clearly as you understand it yourself. Composition is worthless, if the meaning is either ambiguous or obscure. One of the commonest causes of ambiguity is the uncertain reference of pronouns ; if *he*, *she*, *it*, or *they* is used, let there be no doubt about the noun to which any of these pronouns refers.
7. Be careful about the punctuation. (See Ch. VI.)
8. Revision of the first draft is indispensable.

32. Disfigurements to be avoided.—In an elementary book like this there is no scope for discussing the graces of diction ; but there are a few kinds of disfigurements against which the beginner may be put on his guard from the first.

(a) Avoid constructions that are uncommon and jar upon the ear. The simpler the construction, the better. In simplicity there is a grace or elegance, which certainly does not belong to its opposite, leave alone the question of clearness :—

Flying visits to settlements of Finns, Poles, Bohemians, and Russians, located along the Northern Pacific, *disclosed them to have attained a degree of Americanisation*, etc.—*Harper's Magazine*, Feb. 1898.

In the words italicised not only is there some uncertainty as to the reference of *them*, but the construction is unshapely and unrhythmical. Write “disclosed the fact that these foreign settlers had attained a degree,” etc.

(b) Avoid using the same word more than once in the same sentence, unless the word is repeated for the sake of emphasis or to avoid ambiguity :—

- (1) To enable us to make the *necessary* arrangements it is *necessary* for us to hear not later than noon on Friday, 21st current.
—*Daily Tel.*, June 20, 1898.

Write “*requisite* arrangements” for “*necessary* arrangements.”

- (2) *If* you choose to wreck it *if* I refuse to do in my own name and with my own authority what I give you power to do *if* you should think it right in your own eyes, that is your business, not mine.—*Review of Reviews*, p. 142, Aug. 1909.

Three *ifs* in one sentence. The sentence is obscure besides being ungraceful; for it is not clear with what words the adverb-clause “*if you should think it right*,” etc. is intended to be construed. I think, however, the sentence, when it is recast in the form given below, expresses what the writer meant:—

If you should think it right in your own eyes to wreck what I give you power to do, in consequence of my refusal to do it in my own name and with my own authority, that is your business, not mine.

- (c) Avoid using the same word in different senses in the same sentence.

He *means* (=intends) to take advice as to the best *means* (=method) of testing the fact.

- (d) Avoid the use of two different constructions in co-ordinate clauses.

They suspected that he *had been bribed* and *given* an unjust sentence.

Here in two closely united and co-ordinate clauses there is an abrupt change from the Passive voice *had been bribed* to the Active *had given*. It would sound much better to say:—

They suspected that he had received a bribe and given an unjust sentence.

Here both verbs are in the Active voice, both are Transitive, and each has an object of its own. The construction is therefore parallel throughout.

- (e) Avoid mixing participles that end in *-ing* with verbal nouns that end in *-ing*.

The Epistle to the Hebrews, though *bearing* in its title a special form of address, is yet universal in its scope, as *aiming* at *convincing* all mankind of the necessity of *seeking* for happiness in a future life and *avoiding* all things *leading* men to sin.

Six *-ings* in one sentence. The sentence can be very easily rewritten as follows:—

The Epistle to the Hebrews, though *it bears* in its title a special form of address, is yet universal in its scope, as *it aims* at *convincing* all mankind of the necessity of *seeking* for happiness in a future life and *avoiding* everything *that may lead* men to sin.

Here three of the *-ings* have been dispensed with and three have been retained. The three that have been retained are all Verbal

nouns ; so there is no mixing of Verbal nouns with present Participles, as there is in the original. The sentence as rewritten runs quite smoothly, and there is no jingling of the termination *-ing*.

33. Practice in Narrative Composition.—For practice in narrative composition perhaps the easiest kind of subject that could be selected for a beginner would be *Æsop's Fables*. I have therefore given the outlines of twenty-six of these fables, any of which, if the teacher thinks fit, the student can be asked to expand in his own words. The first of these I have expanded myself, so that the student may have a specimen of the kind of treatment intended. In this example the outline consists of three lines ; and each line has been made the theme or subject of a separate paragraph. The other outlines can be expanded by the student on the same principle, one paragraph being given to each line of the outline.

1. *The fight between a Lion and a Bear over a fawn's carcass.*

Outline.

A lion and a bear, once friends, fight over a fawn's carcass. Both being exhausted, a fox comes in and carries off the prize. They wish they had agreed to a friendly partition.

Expansion of Outline.

A lion and a bear, who up to that time had been friends, came accidentally upon the carcass of a fawn. As each claimed to have seen it first, and as neither would give way to the other or consent to an amicable division, the two friends came to blows and a serious fight ensued.

The contest was so fierce and the combatants were so equally matched, that at last they could fight no longer. Both of them lay on the ground, half-blinded with wounds, panting for breath, and too exhausted to move. A fox, seeing the plight that they were in, walked in between them and carried off the prize.

"What fools we have been !" said the combatants ; "we might have agreed to divide the booty in a fair and friendly spirit. There was quite enough for both of us ; but instead of coming to a mutual settlement we have wasted our strength and wounded each other only to give a dinner to a rogue who had no right to it. We have now nothing left to dine upon ourselves."

2. *The Lion and the Bulls. Union is strength.*

Three bulls feed amicably together in the same field.

A lion separates them by spreading evil reports.

The lion falls upon each of them singly : all are devoured in turn.

3. *The Fighting Cocks and the Eagle.* *The penalty of bragging.*

Two cocks fight for the first place in a fowl-yard.

The victor stands on the top of a barn and crows with delight.

An eagle hearing it crow swoops down and carries it off.

4. *The Wolf and the Crane.* *Be sure of your fee, before you
begin to act.*

A wolf employed a crane to pull a bone out of his throat.

The crane extracts the bone and asks for the fee.

"You have got your neck out safe," said he; "be content."

5. *The Crow and the Jug.* *Necessity the mother of invention.*

A thirsty crow sees some water at the bottom of a jug.

With its short neck it could not reach the bottom.

It raised the water by dropping pebbles into the jug.

6. *The Fox and the Stork.* *Returning like for like.*

A fox asks a stork to dinner, and places before her some thin food in a shallow saucer. The stork goes away hungry.

The stork returns the invitation, and places before the fox a vessel with a long narrow neck. The fox goes away hungry.

7. *The Dog and the Shadow.* *The penalty of greediness.*

A dog goes off with a large piece of stolen meat in his mouth.

Crossing a brook on a plank, he sees his shadow in the water.

Mistaking the shadow for a larger piece of meat, he attempts to seize it, and in doing so drops his own.

8. *The Fox and the Crow.* *Danger of listening to flattery.*

A crow holding a piece of cheese in her beak is seen by a fox.

The fox praises her beauty and asks her to sing.

The crow opens her beak to sing and drops the cheese.

9. *The Frogs ask for a King.* *The penalty of discontent.*

The frogs beg Jupiter for a king. He sends them a log.

Discontented, they beg for a king who has more energy and more life.

He sends them a stork who gobbles them up.

10. *The Wolf, the Sheep, and the Dog.* *Old and tried friends
are best.*

A flock of sheep lives under the protection of a dog.

A wolf offers them protection, if the dog is dismissed.

The sheep assent, dismiss the dog, and are devoured.

11. *The Wind and the Sun.* *Gentle means are better than rough ones.*

Between wind and sun a dispute arose which of the two could take a cloak off a traveller's back first.

The wind's violence made him fasten it on all the tighter.

The sun's gentle warmth made him take it off.

12. *The Hare and the Tortoise.* *Slow and steady wins the race.*

A tortoise challenged a hare to a race.

The hare, confident of victory, takes a nap on the way.

The tortoise goes steadily on and reaches the goal first.

13. *The Shepherd-boy and the Wolf.* *A liar is not believed, even when he speaks the truth.*

A shepherd boy cried "Wolf" in joke when there was no wolf.

One day a wolf came, and he then cried "Wolf" in earnest.

No one believed him, and the sheep were devoured.

14. *The Belly and the Members.* *Labour depends on capital.*

The hands, arms, and legs gave up working for the belly.

By starving the belly they grew weaker and weaker themselves.

The belly, as they now perceived, was ready to do some kind of work too.

They found that they depended on the belly as much as the belly on them.

15. *The Horse and the Stag.* *Help can be bought too dear.*

A stag and a horse have a fight for the right of pasture.

The defeated horse gets help from a man, who expels the stag.

The horse then begs to be relieved of the saddle and bridle.

The man refuses, and the horse becomes his slave for life.

16. *The Lion and the Mouse.* *One good turn deserves another.*

A lion spares the life of a mouse, who had disturbed his sleep.

The same lion, being caught in a net, roars with distress.

The mouse came up, nibbled the cord, and released the lion.

17. *The Bundle of Sticks.* *Union is strength.*

An old man, whose sons quarrelled, had some sticks brought to him.

Having tied them in a bundle he asked each son to break the bundle; but all failed in turn.

Having untied the bundle he asked each son to break a separate stick. This they easily did one after another.

"Be united," he said, "and you will come to no harm."

18. *The Ass's Shadow. The substance lost for the shadow.*

A young man hires an ass and takes a ride on its back.
 The owner runs behind the ass and acts as driver.
 On the way the rider gets down to rest in the ass's shadow.
 The owner claims the shadow, as only the ass was let out for hire.
 While they quarrel about the shadow, the ass bolts and is lost.

19. *The Dog, the Cock, and the Fox. The plotter overreached.*

A certain dog sleeps in a hole under the root of a certain tree.
 His friend, a cock, roosts on one of the branches of the same tree.
 The cock crows as usual in the morning, and a fox hears it.
 The fox comes up and begs the cock to come down and sing a morning hymn with him.
 Meanwhile the dog steals out of his hole and destroys the fox.

20. *The Jackdaw in Peacock's Feathers. False pretensions.*

A jackdaw rigged himself out in peacock's feathers.
 He then strutted among the peacocks as if he were one of them.
 They strip him of his false plumes and drive him out.
 Returning to his own kindred, he is expelled by them also.

21. *The Ass, the Cock, and the Lion. Beware of self-conceit.*

A lion casts hungry eyes upon a well-fed ass.
 A cock gives the alarm by setting up a vigorous crowing.
 The lion is startled, takes fright, and runs away.
 The conceited ass pursues the lion and is devoured.

22. *The Fox and the Goat. Look before you leap.*

A fox had fallen into a well and could not get out.
 He begs a passing goat to come in and taste the sweet water.
 The goat leaps in, and the fox, springing off its back, leaps out.

23. *The Rustic and the Snake. The penalty of ingratitude.*

A rustic came upon a snake half dead with cold.
 Picking it up he took it home and placed it before the fire.
 Revived with the warmth, it was about to attack a child.
 The rustic caught it in time and killed it with a hoe.

24. *The Sick Lion. Beware when you see many go in but none come out.*

An old lion announced that he was very ill, and retired to his cave.
 Many beasts went into the cave to see him, and all were devoured.
 The fox declined to go in and was asked the reason.
 "Because," said the fox, "the footmarks all point one way."

25. *The Eagle and the Fox. Where there's a will there's a way.*

A fox kept her cub at the foot of a tree.

An eagle had built her nest on one of the branches.

The eagle seized the cub, and refused to give it up.

The fox compelled the eagle to give back the cub by threatening to set fire to the tree.

26. *Mercury and the Woodman. Honesty the best policy.*

A woodman's axe falls into a river sacred to Mercury.

The god, hearing his prayer, brings up first a gold axe, then a silver one, then an iron one; the last was the woodman's own.

The woodman accepts only the last; but Mercury, admiring his honesty, makes him take the other two also.

Another woodman, hearing of this, threw his axe into the river, and wept, and prayed to Mercury for help.

The god brings up a gold axe as before. The man is eager to take it: but the god throws it away and leaves him.

PART II.

CHAPTER VIII.—DISCRIMINATION OF WORDS NEARLY SYNONYMOUS.

34. Words nearly, but not quite, synonymous.—Two words having precisely the same meaning, so that one can be substituted for the other in all possible contexts, are extremely rare in English, even if they exist at all. In the following sentences the task imposed on the student is to insert, wherever he sees a gap, the word best suited to the context. The teacher, if he thinks fit, can ask the student to state why he has chosen one word in preference to the other, or he can himself give the reason why one word suits the context better than the other.

Exercise in § 34. (To be done orally and at sight.)

- | | | |
|-----------|---|--|
| conscious | { | He was well — of the difficulties, and yet — |
| aware | | of his power to overcome them. |
| wants | { | A miser can easily satisfy his —, but can never |
| desires | | satisfy his —. |
| booty | { | The farms became the — of the invaders, who |
| prey | | carried off much —. |
| cure | { | The doctor tried one — after another, but failed |
| remedy | | to effect a real —. |
| 5. custom | { | A — of regular industry leads to the — of |
| habit | | keeping punctual hours. |
| famous | { | The hermit was as — for his good deeds, as the |
| notorious | | robber was — for his evil ones. |
| import | { | The — which the writer intends us to see in his |
| meaning | | words does not tally with their real —. |
| observe | { | I have had many opportunities of — his char- |
| watch | | acter, but I never — that particular trait. |
| invent | { | Vaccination was — in England; printing was |
| discover | | — in China. |

10. extensive { India is a — country, containing many —
great { cities.
stop { Let us — on the way at this hotel, and —
stay { here for the night.
improbable { It is — that this will happen. The story we
unlikely { have heard seems very —.
faults { The — that he has committed are owing to
defects { certain serious — in his character.
severe { He was — in observing the rules himself as he
strict { was — in punishing a breach of them by
others.
15. disorder { There is as much — in his ideas as there is —
confusion { in the arrangement of his books.
divide { Society is — into several different classes. The
separate { lowest is — from the highest by a wide
interval.
divulged { That secret must not be — at present, and even
disclosed { when it has been, it must not be — and
made public property.
duty { It is the — of A. to support his own parent ;
obligation { but he has not entered into any — to
support his neighbour's parent.
ease { By dint of practice he has now acquired — in
facility { the use of tools, and he can make almost any-
thing with —.
20. empty { As soon as a seat in Parliament becomes —, he
vacant { hopes to get in and assume the — title of
M.P.
example { I know an — of a step-mother, who is an —
instance { of kindness to her step-children.
fruitful { The soil of the orchard is so —, that the apple-
fertile { trees are — without any cultivation.
fluctuate { The reason why he — so much in action is
waver { that his mind — between one motive and
another.
frail { A reed is so — that it can be easily broken in
brittle { two ; glass is so — that, when it is broken,
it separates into several pieces.
25. give { We shall — his request and — him something
grant { more besides.
gratitude { He felt much — for the kindness he had received,
thankfulness { and showed it by the — that he expressed.
guiltless { He is a man of — life, and I feel sure he is —
innocent { of the offence imputed to him.

- guess
gather { I can — your intentions from your looks, but
without having seen you I could only —
what your intentions are.
- impossible
impracticable { The plan that you propose is so expensive as to be
—, though, if we had the means, there is
nothing — about it.
30. enlarge
increase { By — a student's mind, you — his stock of
knowledge and stimulate his powers of ob-
servation.
- intention
purpose { It is not my — to abandon the — that I have
in view.
- old
aged { He is an — friend of mine, about forty-five years
of age; and his — father is still living.
- vain
proud { My son is not — of his recent success, although
I am a little — of it myself.
- part
portion { The estate was divided into four —, and each of
the heirs received his —.
35. eldest
oldest { My — son is sixteen years of age; he is the —
boy in the school.
- fade
wither { In autumn the flowers begin to —, and the leaves
to —.
- liberty
freedom { The prisoners were set at —; they have now
perfect — to go where they like.
- new
fresh { The — turn that affairs have taken gives us —
courage.
- bad
wicked { A man who leads a — life has a — prospect
before him.
40. strong
vigorous
powerful { A — constitution of body and mind is a —
incentive to — action of all kinds.
- healthy
wholesome { A — diet helps to make a man —.
- further
farther { I cannot go any —. My house is — from
London than yours is.
- enormous
immense { The elephant is an — beast, and in Central
Africa has an — tract of country to
graze in.
- timid
cowardly { Though he was by nature a — man, he was any-
thing but — in defending the weak and
helpless.
45. amusement
recreation { Football is a very good kind of — for boys in the
winter, and it is some — to spectators to
watch a good match.
- approval
approbation { The — of a man's own conscience is more satis-
factory than the — of the public.

- glad
gratified { I am — to hear that your son has arrived safely from New Zealand, and am — to know that he inquired so kindly after me.
- desert
abandon { All hope of rescue was —, when the life-boat — us.
- forgive
pardon { A person may — a fault; but a court of justice cannot — a criminal.
50. faith
confidence { I have — in the ultimate triumph of good over evil, but I have no — in the usefulness of this particular law.
- compunction
remorse { He felt no — at the time of doing the deed, but suffered the keenest — afterwards.
- force
authority { By sheer — of character he has acquired more — than he possesses by right.
- anger
resentment { Though he showed a great deal of — at the time, he has no feeling of — now.
- put up
erect { He has — a cycle-shed at the back of the house which he — last year.
55. attribute
impute { It is more charitable to — good motives, when this is possible, than to — bad ones.
- revenge
avenge { He — the wrongs done to his parents, but he did not — himself upon his enemies for all that he had suffered.
- amicable
friendly { He was always — in his intercourse with me; but when I needed his help he was not —.
- answer
reply { He sent a — to my letter; but this contained no — to my question.
- affliction
grief { We have suffered a great deal of — in our recent —.
60. advance
proceed { He — on his journey, but he had not — far, before he was again stopped.
- alter
change { To — a dress is to put on another: to — one is to make it different in some respects from what it was.
- ancient
antique { A temple built a great many centuries ago is said to be —; a modern temple built in the style of an ancient one is said to be —.
- applaud
praise { He was loudly — for rescuing the child, and every one — his bravery.
- arms
weapons { As he had no —, he seized the poker and tongs, which he used as —.
65. attempt
trial { If you fail when you make your first —, do not despair, but have another —.

modest bashful	{ A. is so — that he avoids society : B. does not avoid society, but he is very — about his own merits.
trifling trivial	{ The sum of money at stake was —, but the principle involved was anything but —.
transitory fleeting	{ Life is but — : let us therefore make the best use of the — hour.
generous liberal	{ He was — with his purse, and had — feelings towards all men.
70. serious solemn	{ He made a — promise that he would give his most — attention to the matter.
sympathy compassion	{ From feelings of — with human suffering he showed a great deal of — even towards the guilty.
idle lazy	{ Though we have no desire to be —, we have had rather an — time of late owing to scarcity of orders.
character reputation	{ One, whose — is bad at heart, sometimes makes for himself a better — than he deserves.
effective effectual	{ The medicine that he prescribed is said to be —, but in my case it did not work an — remedy.
75. confess admit	{ The prisoner, before his execution, — that he had committed the crime, and — the justice of the sentence.
crime sin	{ The — was against the laws of the country ; the same act regarded as a breach of God's laws may be called a —.
suitable fit	{ He was a very — man for the post, but he accepted it on terms that were not — for a man of his rank.
righteous religious	{ He is — in his conduct towards God, and — in his dealings with men.
respect deference	{ I cannot show much — to any one for whom I feel no —.
80. learning wisdom	{ So far as — is concerned, he is well versed in books ; but he shows little — in the practical affairs of life.
perceive understand	{ I — the general drift of his letter, but could not — his meaning on that particular point.
replace return	{ You must — the book that you borrowed, and — the one that you have lost.
event occurrence	{ The — is very much what we expected, though its — has been rather late.

- beneath
below { He is a little — me in social rank, but not by
any means — me in character.
85. bestow
confer { The king — the rank of knighthood upon A.,
and — several favours on B.
- brave
courageous { A. is so — that he thinks nothing of the
danger; B. is aware of the danger, but —
enough to face it.
- bring
hand { Be so good as to — me the book lying on the
table beside you. I myself will — the foot-
stool from the next room.
- burden
load { The camel received the — on its back, and was
well able to bear the —.
- inelination
disposition { A. is of a worse — than B.; for the latter has no
— to circulate the slander which A. has
both invented and circulated.
90. reason
cause { A fair wind is the — of the vessel's sailing: the
order of the captain is the — of its sailing
to-day.
- cloth
dress { Savages — themselves in skins; moderns —
themselves according to the prevailing fashion.
- complete
entire { He travelled over the — continent; but his
book of travels is not —, because it has no
maps.
- reconcile
conciliate { He — both of them, so far as he himself was
concerned; but he could not — the one to
the other.
- strife
contest { There was a severe — at the election; but there
was no — or ill-feeling between the rival
factions.
95. conquer
overcome { In his march over the Alps Hannibal — every
difficulty, but he did not succeed in — the
Italians.
- contented
satisfied { The poor are often —, but a miser is never —;
for he never thinks that he has enough.
- convince
persuade { He is very clever in — people to act in a certain
way, but does not succeed equally well in
— their reason.
- contiguous
adjacent { A's house is — to mine; B's house stands on an
— plot, about ten yards off.
- copy
imitate { He can — the words of that writer correctly;
but whenever he attempts to — his style in
composing a letter of his own, he fails.
100. credit
trust { I — him with the best intentions, and — that
he will not dissappoint me.

ridicule derision	{ I do not mind a little — if I make a mistake ; but I dislike — under all circumstances.
invalid patient	{ For some time past my son has been one of Dr. C.'s — : I hope he will not become a con- firmed —.
irksome tedious	{ A task is — when you have no taste for it, and — when it is long and monotonous.
lament mourn	{ His death was — with many expressions of sorrow, and — in silence by all who knew him.
105. leave quit	{ He — the house at 4 A.M., and I believe he has — it for ever.
liable subject	{ He is so — to sickness, that he is — to the risk of losing his appointment.
likely probable	{ What you have told us does not seem at all — ; but if any one is — to know, you are.
little small	{ A — pony has — chance of keeping pace with a big horse.
method style	{ The — in which the book has been written, and the — in which the subject has been worked out, are excellent.
110. modern recent	{ — studies have been much recommended in — years.
need necessity	{ There is no — to refer to the subject again, until the — of action arises.
news tidings	{ We have received no — of his safe arrival. There is no — of importance in to-day's paper.
new novel	{ We commenced the — year with a — kind of experience.
obstinate stubborn	{ The one is too — to give up the point ; the other is as — as a horse that will not move on.
115. peaceable peaceful	{ Being of a — disposition he lives a — life.
place put	{ Let this plant be — in a flower-pot and — in the drawing-room.
protect defend	{ Kimberley was — by its guns, and — by its garrison and by the inhabitants.
raise take up	{ He — the child from the ground and — it in his arms.
rational reasonable	{ A — course of action is what we expect from a — being.

120. rebuke { He listened patiently to the — administered
 censure { to him; for he was conscious of having de-
 served —.
- reeive { I have — his explanation, but I cannot — it
 accept { as valid.
- repeal { A judge may — a sentence, but he cannot —
 revoke { a law; only parliament can do the last.
- satiate { They had had enough and were —; others had
 satisfy { had a little too much and were —.
- slake { With this bottle of water we three can — our
 quench { thirst, but not — it.
125. uncertain { Men are — how to act, when they are —
 doubtful { what the consequences will be.
- union { Though there is outward — in that sect, there
 unity { is not much — of feeling amongst the
 members.
- harassed { His mind has been so much — by constant
 distracted { worries, that it has become too — to attend
 steadily to anything.
- untruth { We give the name of — to what is said falsely
 lie { in jest; and the name of — to what is said
 falsely with an evil purpose.
- worthless { His statement is — of consideration, in fact
 unworthy { utterly —.
130. employ { He — his opportunities to great advantage, and
 use { — a large number of hands to get the work
 done.
- utility { The — of the discovery of the power of steam
 usefulness { has been proved by the — of the numberless
 machines that are worked by steam.
- warn { He was — of the approach of the express train,
 caution { and — against standing too near the edge
 of the platform.
- whole { I wished to read the — book; but the volume
 entire { was not —, as some pages had been lost.

CHAPTER IX.—ORDER OF WORDS AND PHRASES.

35. **The Cardinal Rule about Order.**—The cardinal rule about the position of words and phrases is this:—*Things which are to be thought of together must be mentioned together as closely as possible.* The importance of this rule (to which there is no

exception) will be seen from examples of its violation, as shown in the following sentences :—

Wrong order.

1. A piano is offered for sale by a lady about to cross the Channel packed in an oak case with carved legs.

2. He blew out his brains after bidding his wife good-bye with a gun.

3. This monnment was erected to the memory of John Phillips accidentally shot as a mark of affection by his brother.

4. The University of London Commissioners.

5. Milton's great epic poem is on the Loss of Paradise divided into twelve separate parts by our first parents.

6. You have already been informed of the sale of Ford's theatre where Mr. Lincoln was assassinated for religious purposes.

7. Few people learn anything that is worth learning at all easily.

8. He was shot by a secretary under notice to quit with whom he had been finding fault fortunately without effect.

9. Our correspondent saw several soldiers dead or wounded riding over the battlefield.

Corrected order.

1. A piano with carved legs, packed in an oak case, is offered for sale by a lady about to cross the Channel.

2. After bidding his wife good-bye, he blew out his brains with a gun.

3. This monument to the memory of John Phillips, accidentally shot, was erected by his brother as a mark of affection.

4. The Commissioners of London University.

5. Milton's great epic poem, divided into twelve separate parts, is on the Loss of Paradise by our first parents.

6. You have already been informed of the sale, for religious purposes, of Ford's theatre where Mr. Lincoln was assassinated.

7. Few people learn easily anything that is worth learning at all.

8. He was shot, fortunately without effect, by a secretary under notice to quit, with whom he had been finding fault.

9. Riding over the battlefield, our correspondent saw several soldiers dead or wounded.

36. Verb and Subject.—As a general rule the Subject is placed before its verb. But if the verb is Intransitive, and if the Subject is accompanied by a good deal of description, it is often convenient to place the Subject after the verb :—

(1) During the supremacy of Northumbria lived *the Venerable Bede*, who wrote a history of the English Church, which is the earliest history of our race written by an Englishman.—*Short Hist. Eng.*, p. 18.

(2) Before you spreads *an expanse* of English lawn, only broken by clumps of gay-foliaged shrubs or beds of flowers.—*Rev. of Reviews*, p. 369, April 1900.

The verbs of these sentences would sound very bald, if the Subjects were placed before them instead of after them :—

- (1) During the supremacy of Northumbria, the Venerable Bede, who wrote a history of the English Church, which is the earliest history of our race written by an Englishman, lived.
- (2) Before you an expanse of English lawn, only broken by clumps of gay-foliaged shrubs or beds of flowers, spreads.

Observe, however, that when a verb is thus placed before its Subject, it must not be made the first word of the sentence. It should be introduced by some phrase, such as "During the supremacy of Northumbria" in example (1), or "Before you" in example (2), or at least by some short adverb; as "Thus," "There," "Then," etc. :—

Then fell the kingdom of the Goths.—SOUTHEY.

Down went the Royal George.—COWPER.

There came a cold north-easterly wind.—PRIOR.

Note.—The general rule given above, that the Subject is placed before its verb, and not after it, applies only to Assertive sentences; that is, sentences which state some fact, real or supposed. If the sentence asks a question or expresses a wish, the Subject is always placed after the verb :—

When will *he* come? Long live *the king*!

37. Verb and Object.—As a general rule the Object is placed immediately after its verb, and nothing is allowed to come between them. Sometimes, however, it is convenient to separate them by an adverb, or even by a long adverbial phrase, when the said adverb or phrase is used to qualify the verb :—

The captain took *with a cheerful heart* the good things which the firm provided.

Observe, that if the adverbial phrase italicised had not been placed where it is, the sense would have been radically altered :—

The captain took the good things which the firm provided with a cheerful heart.

Such a lengthy insertion as the following is admissible, when we see that the sense of the sentence requires it :—

Jack meantime, who had just come below from his watch on deck, was attacking, *with a ferocity which made it appear as if he was contending with some bitter enemy instead of a plentiful dinner*, the boiled beef and biseuit that the boy had lately placed on the table.—KINGSTON, *Three Midshipmen*, ch. ii.

Observe how extremely awkward the above sentence would be, if the order of words were changed :—

Jaek meantime, who had just come below from his watch on deck, was attacking the boiled beef and biseuit that the boy had lately placed on the table with a ferocity which made it appear as if he was contending with some bitter enemy instead of a plentiful dinner.

38. Noun with Adjective or Participle.—As a general rule an adjective or participle, or other qualifying word that does the work of an adjective, is placed immediately before the noun that it qualifies; and it is very important to bear this rule in mind. Thus there is a great difference between—

The author's best endeavours—The best author's endeavours.

A great gentleman's coat—A gentleman's greatcoat.

A little lady's dog—A lady's little dog.

An unquestioned man of genius—A man of unquestioned genius.

The half-yearly Directors' meeting—The Directors' half-yearly meeting.

Nevertheless it is convenient to place the adjective or participle after the noun, if it is enlarged by some qualifying phrase or clause:—

A matter too *urgent to be put off any longer*.

A room not *large enough for a meeting that was likely to be attended by twenty persons*.

A man *convinced against his will* is of the same opinion still.

If the participle is one formed with the help of an Auxiliary verb, it may stand either before or after its noun:—

The horse, *being tired out*, could go no further.

Being tired out, the horse could go no further.

When several adjectives qualify the same noun, it often sounds better to place the noun first:—

God is the maker of all things *visible and invisible, animate and inanimate*.

The Lords *spiritual and temporal*.

There are a few well-established phrases, in which the adjective is placed last:—

Notary *public*. Heir *apparent*. Governor-*general*. The sum *total*. Letters *patent*. Knight-*errant*.

When two or more adjectives are connected with the same noun, and these are intended to express entirely different meanings, it may be advantageous to separate them by placing the noun in the middle:—

One of the most extraordinary things *is the utter past and present neglect* of British interests in Southland. *Dring Tr.*, p. 10.

May 7, 1901. (The sense will be more obvious, and the statement will be more forcible, if we say "The utter neglect, past and present, of British interests," etc.)

39. Verb with Adjective or Participle.—When the sense of an adjective (or participle) is more closely connected with the verb than with either the Subject or the Object, the adjective or participle must be placed after the verb or after the Object. An adjective or participle so used can be called *Complementary*, because it completes the sense of the verb.

(a) *Subject* :—

He became *sad* and *dispirited*.

He was found *carrying* his coat on his arm.

Here the italicised adjectives and participles, though they qualify the Subject *he*, are more closely connected in sense with the verb than with the Subject.

(b) *Object* :—

They painted the door *white*.

They considered the man *courageous*.

Here *white*, though it qualifies the Object *door*, is more closely connected in sense with the verb *painted* than with the Object *door*. Similarly *courageous* is more closely connected in sense with the verb *considered* than with the Object *man*.

Observe how the sense of the following sentences depends on the position of the italicised adjectives :—

{ Her father left his *poor* daughter. (Her father deserted his unlucky daughter.)

{ Her father left her *poor*. (When her father died, he did not leave much to support her.)

{ He bought *cheap* material. (He bought cheap material, paying for it at the market rate, whatever its quality may have been.)

{ He bought the material *cheap*. (He bought the material at a price below the market rate.)

{ I *alone* can do it. (No one but me can do it.)

{ I can do it *alone*. (I can do it without any assistance.)

40. Relative and Antecedent.—A Relative pronoun or Relative adverb should be placed as close as possible to its antecedent :—

(1) I have read Plato's writings, who was a disciple of Socrates.

Say, "I have read the writings of Plato, who was a disciple of Socrates." *Plato* must stand next to *who*.

(2) It is the system, not the individual, which I condemn.

Say, "It is the system which I condemn, not the individual"; or, "It is not the individual, but the system which I condemn." *System* and *which* must stand together.

(3) I now come to one of the objections to free trade, which has never yet been answered.

Say, "Among the objections to free trade I now come to one, which has never yet been answered."

(4) They have less faith in Christianity than we have who fear to have it tested in every possible way.—Quoted in *Hibbert Journal*, p. 149, Oct. 1909.

The order is monstrous. The antecedent of *who* is *they* not *we*, which is much nearer to it. Say, "They who fear to have Christianity tested in every possible way have less faith in it than we have."

41. Noun and Demonstrative Pronoun.—A Demonstrative pronoun, being a word of reference, should not as a rule be mentioned until the word to which it refers has been previously mentioned. This rule is neglected in the following sentence :—

Before we pay *them*, let us see what work *the men* have done.
(Say, "Before we pay *the men*, let us see what work *they* have done.")

42. Adverb.—The positions of an adverb are various.

(a) *With Adjective, Preposition, Conjunction, or other Adverb.*
—Let the adverb or adverbial phrase be placed immediately before any of the parts of speech just named :—

<i>Adj. or Part.</i>	{ We are <i>half</i> pleased and <i>half</i> sorry. He seems to be a <i>good deal</i> annoyed.
<i>Preposition.</i>	{ By that time he was <i>half</i> across the river. He came <i>three hours</i> before the time.
<i>Conjunction.</i>	{ He said that <i>only</i> because he was angry. He came <i>long</i> after the door was shut.
<i>Other Adverb.</i>	{ This news reached us <i>very</i> lately. <i>Four days</i> later other news was received.

(b) *With Intransitive verb.*—When the verb is Intransitive, the adverb is generally placed after the verb, not before. But if the Adverb denotes time, it is generally placed before the verb :—

He *always* laughed *heartily* at a good joke.
He *never* spoke *boastfully* about his own merits.

The tendency to place adverbs of time first is so strong in our language, that we sometimes find such an adverb placed before the wrong word :—

His last journey was to Cannes, whence he was never destined to return.—MRS. GROTE, *Life of George Grote*, ch. xxix. p. 245. (Say “Destined never to return.”)

Note.—If the tense of the verb (whether Transitive or Intransitive) is formed with an Auxiliary verb, an adverb or adverbial phrase can be placed between the Auxiliary and the Principal verb :—

He *has always* laughed heartily at a good joke.

He *was much* pleased with his son's progress.

The colonist had *for an insignificant sum* purchased a valuable estate, which was only ten miles away from Sydney.

(c) *With Transitive verb.*—When the verb is Transitive, the adverb can be placed either before the verb or after the Object :—

He bore his losses *cheerfully*.

He *briefly* explained his meaning.

But if the Object is accompanied by many other words, the adverb can be placed between the verb and the Object :—

He liberally rewarded—or He rewarded liberally—all those who had assisted him.

The sense would be radically altered if we said :—He rewarded all those who had assisted him liberally.

It adds much to the force and sometimes to the clearness of a sentence, if the adverb **only** is placed immediately before the word which it is intended to qualify :—

Sir George added that England would remain a world-power *only so long as* it held command of the sea.—*Daily Express*, p. 5, Sept. 7, 1900. (This is much better than saying “would only remain.”)

Russia is willing to act in concert with the other powers *only until* order has been restored in China, and no longer.—*Daily Telegraph*, p. 9, July 7, 1900. (This is much better than saying “is only willing,” etc.)

He looked forward to a time when all our main cables would *only touch* British territory, and would be adequately protected from an enemy.—*Ibid.* p. 6, Sept. 7, 1900. (Here the order is so bad that it alters the sense. It should be “would touch only British territory.”)

(d) Whenever an adverb or adverbial phrase qualifies a whole sentence rather than any particular word, it stands the

first word in the sentence. Observe how the sense of the following sentences depends on the position of the adverb :—

- | | | |
|---|------------------------------------|---|
| { | <i>Happily</i> he did not die. | (It is a happy result that he did not die.) |
| { | He did not die <i>happily</i> . | (He died, but not in a happy state of mind.) |
| { | <i>At length</i> he wrote to her. | (At last, after a good deal of delay, he wrote to her.) |
| { | He wrote to her <i>at length</i> . | (He wrote her a long letter.) |

43. Prepositions.—Whenever a preposition is used, there must be two words that go with it: one is the dependent word (*i.e.* the word dependent on the preposition), which is called its Object; the other is the principal word, on which the preposition itself depends. “A bird in the hand”: here *hand* is the object or dependent word, and *bird* is the principal word.

The Object of a preposition is always a noun or noun-equivalent. The principal word may be either a noun, or an adjective, or an adverb, or a verb :—

- | | | | |
|-------|-------------------|------------------------------|--------------------------------------|
| (a) { | <i>Noun.</i> | A <i>bird</i> in the hand. | A <i>box</i> of tools. |
| | <i>Adjective.</i> | <i>Slothful</i> in business. | <i>Short</i> of money. |
| | <i>Adverb.</i> | <i>Independently</i> of me. | <i>Adversely</i> to my interests. |
| (b) { | <i>Verb.</i> | He <i>sat</i> on the grass. | He <i>did</i> everything in a hurry. |

(a) If the principal word is a noun, or an adjective, or an adverb, the preposition with its Object is placed immediately after this word, or if not immediately after, as close after it as possible. This rule is broken in the following examples :—

One of the combatants was unhurt, and the other sustained a wound in the arm of no importance. Quoted in *Punch*, Oct. 5, 1872. (Say, “sustained in the arm a wound of no importance.”)

One longed to copy the picture with jewels, as some skilful Mosaicist had copied Da Vinci’s “Last Supper” in Vienna.—Miss EDWARDS, *A Winter with the Swallows*, ch. ii. p. 20. (Say “some skilful Mosaicist in Vienna.”)

Such a camp would afford an opportunity for giving a different kind of instruction, but one no less valuable perhaps, from that which is given in the schoolroom.—*Rev. of Books*, p. 611, Dec. 1899. (The sentence can be re-cast as follows: “Such a camp would afford an opportunity for giving instruction of a kind different from, but perhaps not less valuable than, that which is given in the schoolroom.”)

When the principal word has more than one preposition depending on it, it is sometimes convenient to put one of the prepositions with its Object first :—

liened is bound, body and soul, by an overwhelming passion to his haughty and beautiful wife.—*Fort. Review*, p. 180, Jan. 1901.

The contact of *passion* with *to* is a little awkward. If we retain the order of the words in the above sentence, we might change *passion* to *to passion* for. But we can do better by altering the order and saying :—

By an overwhelming passion Herod is bound, body and soul, to his haughty and beautiful wife.

(b) If the principal word is a verb, the preposition with its Object may be placed either before or after it; but it must in either case be placed near enough to prevent ambiguity or an unpleasing effect. This rule is violated in such examples as the following :—

In 1238 Henry gave him his sister Eleanor, widow of the eldest son of William Marshall, the Regent, in marriage.—*Short Hist. Eng.*, p. 100. (Say, "gave him in marriage.")

It was with the approval of Mr. Balfour and Mr. Chamberlain that the Secretary of the Local Government Board withdrew the schedule fixing a maximum rate of interest from the Money-lending Bill.—*Daily Telegraph*, p. 9, June 28, 1900. (Say, "withdrew from the Money-lending Bill.")

One could not help coveting the privileges they enjoyed for one's sister.—Miss EDWARDS, *A Winter with the Swallows*, ch. xiv. p. 236. (Say "coveting for one's sister.")

44. Conjunctions that go in pairs.—Correlative conjunctions (*i.e.* conjunctions that go in pairs), such as *not . . . but*, *not only . . . but also*, *not more . . . than*, *both . . . and*, *either . . . or*, *neither . . . nor*, should be made to occupy corresponding positions, *i.e.* each member of the pair should be placed before words of the same or a similar part of speech. Observe the violation of this rule in the following examples :—

The Greek language had obtained such a vogue in Rome itself, that all the great and noble men of the city were obliged not only to learn, but ambitious everywhere to speak it.—MIDDLETON, *Life of Cicero*, vol. i. p. 94. (Say, "were not only obliged to learn, but were ambitious everywhere," etc. The participle *obliged* is similar in function to the adjective *ambitious*.)

He was neither fitted by abilities nor disposition to answer the wishes of his mother and sister.—Miss AUSTEN, *Sense and Sensibility*, vol. i. p. 31. (Say, "neither by abilities nor by disposition.")

In the Democratic platform, therefore, we find trusts not only severely denounced, but a remedy for the evil suggested.—*Review of Reviews*, p. 356, Oct. 1900. (Say, "we find not only trusts," etc.)

45. "As well as," "no less than," "no more than."—Care must be taken to place these conjunctive phrases between

the words that they are intended to combine. Observe how the sense of the following sentences depends on the order of the words :—

The troopers needed food as well as horses.
The troopers as well as the horses needed food.

Exercises on Chapter IX. (To be done orally and at sight.)

Rearrange or recast the following sentences in such a way as to correct or remove any fault that may exist in the order of the words :—

I. Examples chiefly coined.

1. The chair cost ten shillings on which he sat.
2. He shot the mad dog after driving it out of the house with the gun that he had in his hand.
3. He is an undoubted man of honesty, and yet persons accused him of cheating who ought to have known better.
4. This tablet was erected to the memory of a faithful dog that was accidentally shot as a mark of respect.
5. He left the house where he had slept next morning mounted on a horse.
6. He repeated those lines after he had read them only once with perfect accuracy.
7. The judge saw more clearly that the man was innocent than the jury did.
8. The girl was conveyed from the house where she had just been married in a carriage-and-pair.
9. They found the house on the top of a hill where they wished to spend the night.
10. It is believed that they are most desirous of keeping up this custom who profit most by it.
11. There was a small house on the side of the mountain, out of which came a black slave.
12. The magistrate passed too severe a sentence on the accused, being young and inexperienced.
13. English is not only difficult to speak, but also to spell.
14. The general ordered the deserters to be shot indignantly.
15. I only like a pear when it is ripe.
16. A gang of robbers entered the house at night armed from head to foot.
17. Northern India is bounded by the Himalaya mountains, with at their base a very thick jungle.
18. The inhabitants of the other islands can only divide time by the sun and moon, whereas these islanders can do it to some extent by the stars also.
19. I soon arrived at the mansion of my dear old friend guarded by a huge mastiff that flew at me.
20. Sir Martin Peto spoke of the notion that the National Debt might be repudiated with absolute contempt.

21. I am neither an ascetic in theory nor practice.
22. I never remember to have felt an event more deeply than I felt Horner's death.
23. Her success is neither the result of system nor strategy.
24. His last journey was to Dover, whence he was never destined to find his way back.
25. His daily custom is to tell anecdotes which amuse or excite the company after dinner.
26. Some paintings by lady artists well worthy of inspection will be exhibited to-morrow.
27. The daughter of a civil officer retired from India, brought up in England, seeks employment.
28. Lost a walking-stick belonging to a gentleman with a curiously shaped head.
29. Here the train made a halt to take in water which lasted only a few minutes.
30. Do you take the medicine that I send you regularly?
31. I never remember to have spent a more agreeable visit.
32. His body was found floating lifeless on the water at a short distance from where the boat was upset by a fisherman.
33. Milton left several poems of which he had written the outlines in an unfinished state.
34. Wanted a rocking-horse for a small child with a long mane and tail.
35. After the papers have been given out it is requested that no candidate will enter or leave the examination-hall except by the side-door.
36. He contributed several essays to the leading periodicals which are marked by much research and great originality of method.
37. It is not necessary to define a technical term that is used in a scientific treatise more than once.
38. Zedekiah was sent captive to Babylon, from which he was never destined to return.
39. I saw that the prisoner at the bar was guilty with half an eye.
40. I was very anxious to tell him to leave the room without giving offence.
41. He carried out the contract which he had undertaken honestly and punctually.

II. Examples all genuine.

1. He cannot be said to have died prematurely whose work was finished, nor does he deserve to be lamented who died so full of honours.—SOUTHEY.
2. Since several thoughts may be natural which are low and grovelling, an epic poet should not only avoid such sentiments as are unnatural or affected, but also such as are mean and vulgar.—ADDISON, *Spectator*, No. 279.
3. There are not meanwhile critics wanting here, who assign this victory as regards moral and political supremacy in China to Russia.—Berlin Telegram, *Daily Telegraph*, Feb. 5, 1898.
4. The sitting closed definitely at five o'clock without the matter

which had brought so many together having been practically entered upon.—*Daily Tel.*, February 8, 1908.

5. The death occurred last week in Madrid of Mr. W. Macpherson, formerly British Vice-Consul at Seville.—*Times Weekly*, February 11, 1898.

6. No one is entitled to form or express an opinion on the relations between Nelson and Lady Hamilton, or on the parentage of Horatia, who has not carefully studied the letters to be found in this invaluable collection.—*Times Weekly*, March 4, 1898.

7. It will be a war on sea instead of land largely, and we do not know much about sea-warfare of late years.—Quoted in *Daily Tel.*, April 15, 1898.

8. From the very day of the birth of a Spanish monarch he is subject to an etiquette the most pronounced.—*Cassell's Family Magazine*, p. 149, January 1897.

9. We may well ask what is the use of it, if energetic action in shipbuilding is not accompanied by parallel action in diplomacy.—*Homeward Mail*, July 25, 1898.

10. Remains only the Great Western Railway Company, and some five score of Ealing residents, who have yielded to the solicitations of an agent of the London General Omnibus Company.—*Middlesex Co. Times*, p. 5, April 28, 1900.

11. These excellent villas to be sold or let, freehold or leasehold.—*Builder's Notice*.

12. He was a saint indeed, not a hermit of asceticism, combining piety, meekness, humility, simplicity, with active benevolence and virtue.—GOLDWIN SMITH, *United Kingdom*, vol. i. p. 48.

13. Articles appear in our page for women dealing with "Early Autumn Fashions," "The Ladies' Golf Union," and "Russian Society."—*Daily Tel.*, p. 8, Sept. 9, 1899.

14. I shall not trouble you further, disliking controversy.—Quoted in *Spectator*, p. 747, Nov. 24, 1900.

15. For Herodias' sake, his brother Philip's wife.—*Matt.* xiv. 3.

16. If he is still alive, it may be found possible to establish the Emperor on the throne.—*Daily Express*, p. 4, June 20, 1900.

17. An exhibition has just been closed at Manchester, which should be interesting to many more persons than those of the trade.—*Daily Graphic*, p. 7, May 26, 1900.

18. I am not minded to follow in Rufinus's tracks, whose story I was about to tell thee.—*Quo Vadis*, ch. i. p. 28.

19. They tell him that there shall be no reforms in the slovenly methods common enough fifty years ago, some of which have survived to the present day, of which he does not approve.—*Church Gazette*, p. 710, April 15, 1899.

20. I never made the statement at the last meeting of the County Council or at any other time, which you have imputed to me.—*Middlesex Co. Times*, p. 9, June 9, 1900.

21. The allies will only be able to test the reality of the apparent awakening of the fighting spirit in China, when they are in a position to carry on the operations upon ground permitting the evolution of flanking tactics.—*Daily Tel.*, p. 9, July 18, 1900.

22. It leads the reader who seeks to understand the real bent of

Ruskin's sympathy astray.—Quoted in *Rev. of Reviews*, p. 247, March 1900.

23. He had already made strong representations to the imperial Government to refrain from sending the prisoners to St. Helena without success.—*Daily Tel.*, p. 7, March 30, 1900.

24. At Paris I only found a different view in regard to the South African war in the house of a well-known Parliamentary and honorary member of the Cobden Club.—*Fortnightly Review*, p. 33, July 1900.

25. There is a huge cave among its cliffs, where the Mac Somethings had taken refuge from their foes, the Mac Something Elses, to the number of above two hundred men.—*Church Gazette*, p. 41, April 29, 1899.

26. Lessons are only attended to there in the morning.—*Literature*, p. 262, March 31, 1900.

27. A month ago it is reported that M. Deleassé was only restrained at the eleventh hour by the intervention of the Premier from formally raising the question of the date of our retirement from Egypt.—*Rev. of Reviews*, p. 312, April 1900.

28. Lord Palmerston refused to join Lord Derby on a fraudulent pretext.—*The Press*, Feb. 1885.

29. People ceased to wonder by degrees.—MRS. OLIPHANT, *Chronicles of Carlingford*, ch. vi. p. 75.

30. He (Domitian) did not fail to persecute Christians because he had no inclination to do so, but because there were none in Rome during his reign to persecute.—REBER, *Christ of Paul*, p. 241.

31. There is a sort of suspicion among quiet Germans, especially in the non-industrial provinces, that he wishes to pose as a redresser of the world's wrongs,—a suspicion which we entirely believe to be unjust.—*Spectator*, p. 737, Nov. 24, 1900.

32. It is also to be borne in mind that the construction of a railway through at present waste lands could lead to great developments.—*Rev. of Reviews*, p. 580, Dec. 1899.

33. In a recent number of *Literature* the discovery at Florence was announced of a series of documents bearing on the family of Dante.—*Literature*, p. 319, Sept. 30, 1899.

34. At Trefriw in Wales is to be seen a danger-board which states: "Notice to Cyclists—This hill is dangerous by order of the authorities." While they were in the vein, they might as well have ordered it to be safe.—*Daily Tel.*, p. 7, Aug. 26, 1899.

35. Lord Stanhope will call attention to the effect on the operation of the Sugar bounties of recent legislation in India.—*Ibid.* p. 7, July 20, 1899.

36. Subtle, proud, daring, resolute, and an accomplished hypocrite, she disguises a long-cherished hatred of her husband, resulting from the sacrifice of her daughter at Aulis, under the cloak of a love-sick affection.—PALEY'S *Æschylus*, p. 320.

37. The restriction sometimes whets the desire for a change into fierceness.—JONES, *Holiday Papers*, p. 20.

38. In theory every knot of increased speed above twenty knots gives an approximate reduction in the time of the voyage of seven hours.—*Daily Tel.*, p. 8, Dec. 26, 1899.

39. The Dutch government is resolved to set its face against any demonstrations, nor will it permit Mr. K. to establish a centre of political intrigue against a friendly Power in Holland.—*Ibid.*, p. 9, Oct. 25, 1900.

40. According to the same correspondent, the British Consul at Marseilles has made an investigation, together with a police-official, as to the incident which took place yesterday.—*Ibid.*, p. 9, Nov. 24, 1900.

41. It has too often been our habit in dealing with the Chinese to forget the crimes committed by them on the first appearance of repentance.—*Blackwood's Magazine*, p. 289, Aug. 1900.

42. The writer contemplates the possibility of the conversion of the four hundred millions of China into a military people with dread.—*Rev. of Reviews*, p. 290, March 1901.

43. There has just died at Clapham a gentlewoman whose demise will not only be regretted by all those who knew her, but by every constable throughout the metropolis.—*Daily Tel.*, p. 10, Oct. 18, 1900.

44. When this prevails in Madras schools, the centre of education, worse will be the case of village schools.—*Educ. Review* (Madras), p. 63, Feb. 1900.

45. As the leading and consistent champion of the oppressed, I trust you will permit me in your columns to advocate the cause of humanity towards helpless animals.—Quoted in *Daily Tel.*, Jan. 6, 1898.

46. Behind them stood great Berlin houses, and behind these was another imperial policy than the policy of imperial England.—Quoted in *Rev. of Reviews*, p. 156, Feb. 15, 1898.

47. Political bitterness only yields the palm to religious.—*Educ. Rev.* (Madras), p. 59, Feb. 1900.

48. He seldom took up the Bible, which he frequently did, without shedding tears.—KNOWLES, *Life of Fuseli*, vol. i. p. 389.

49. The cordon has been drawn, which is, if possible, to prevent the raiders now retiring before the great British force which is working through the eastern portions of the colony from the north from breaking away southwards.—*Daily Tel.*, p. 10, Oct. 11, 1900.

50. There remains a very copious supply of creditable literature in the autumn lists to be dealt with.—*Fort. Rev.*, p. 1028, Dec. 1900.

51. What were, so to speak, the ground-plan of that marvellous character, the inherent qualities that composed the man, I may be allowed to quote from a work of my own.—*Ibid.*, p. 132, Jan. 1901.

CHAPTER X.—ORAL EXERCISES IN PREFIXES AND SUFFIXES.

46. Prefix, Suffix, Stem.—A prefix is a particle (usually of one syllable, but sometimes of two) placed at the beginning of a word; a suffix is a particle placed at the end of one. As a general rule prefixes alter the meanings of the words to which

they are attached, while suffixes alter their functions, *i.e.* change them from one part of speech to another. "Stem" is the name given to the word or form of word to which a prefix or a suffix has been added.

Prefix.—Take such examples as "teach" and "*un*-teach"; "bid" and "*for*-bid"; "*con*-vert," "*per*-vert" and "*sub*-vert"; "*pro*-ceed," "*pre*-cede," "*suc*-ceed," "*ac*-cede," "*se*-cede," "*con*-cede," "*ex*-ceed," "*inter*-cede," and "*re*-cede." Observe how the significance of each compound word varies with the prefix attached to the stem or radical word, "cede" or "ceed."

Suffix.—On the other hand suffixes form nouns, adjectives, verbs, and adverbs, and hence they change the function of the word to which they are attached, *i.e.* make it of one part of speech as distinct from another. Thus the stem "dark" (which is an adjective) becomes a noun in "dark-ness," a verb in "dark-en," and an adverb in "dark-ly."

Thus by means of prefixes and suffixes we are enabled to enlarge our vocabulary without being compelled to go to foreign sources for this purpose.

47. Phrases expressed by Single Words.—We may begin this subject by making a short list of prefixes and suffixes, by means of which we can make a single word express what would otherwise have to be expressed by a phrase consisting of several words.¹

Excess.—*Over*-. The meat has been *over*-cooked (cooked more than it should have been).

Defect.—*Under*-. The meat is *under*-done (cooked less than it should have been).

Against.—*Anti*-. This drug is an *anti*-dote to that poison (acts against that poison so as to destroy its effect). He is an *anti*-Socialist (opposed to Socialism).

For.—*Pro*-. In the South African war he was a *pro*-Boer (on the side of or in favour of the Boers).

Reversal.—*Dis*-, *de*-, *un*-. He *dis*-mounted (came down from the horse which he had previously mounted). The king was *de*-

¹ Neither this list nor those given in the paragraphs that follow make any pretension to being exhaustive. The object of these paragraphs is to show how prefixes and suffixes may be used *for purposes of composition*. There is, of course, another object for which prefixes and suffixes can be studied, *viz.* to show the etymologies of words. For an object of this kind (which is alien to the purpose of this book) we should have to mention a large number of prefixes and suffixes which are no longer used for forming new words, and to mention the different sources (Latin, Neo-Latin, Anglo-Saxon, Dutch, and Norse) from which they have come.

throned (removed from the throne which he had formerly occupied). He was *un-seated* (he lost the seat on which he had formerly sat).

Of lower rank.—**Under-, sub-.** He is the *under-secretary* (the assistant secretary, of lower rank than the chief secretary). A *sub-judge* (a judge below some other judge).

Loss of office.—**Ex-.** The *ex-emperor* of the French (one who was once emperor, but ceased to be so).

In the place of, but usually of lower rank.—**Vice-.** The *vice-roy* of India (one who rules India in place of, or as representative of, the king or emperor).

To an extreme degree.—**Ultra-.** He is an *ultra-liberal* (one who holds extreme views as a Liberal politician).

Self.—**Auto-.** An *auto-car* (a self-moving car, *i.e.* a car not drawn by a horse). *Auto-biography* (a life written by a man concerning himself).

Surpassing.—**Out-.** The sun *out-shines* the stars (shines more brightly than the stars so as to render them invisible).

Before.—**Pre-, ante-, fore-.** He had *pre-occupied* the seat (occupied the seat before any one else did). York was a *pre-Roman* city (a city that existed before the Romans had conquered Britain). This is only an *ante-room* (a room before or leading to another room). The event was *ante-dated* (given a date prior to the true date). He *fore-stalled* his opponent's argument (answered or refuted beforehand the argument that the opponent intended or was expected to make).

After.—**Post-, after-.** I must add a *post-script* (something written after the letter has been finished). This was an *after-thought* (a thought which came into the mind after something had been said or done, and was not thought of at the time).

Up.—**Ad-,** Let us *ad-scend* this hill (climb up this hill). *Ad-clivity*, the upward slope.

Down.—**De-.** Let us now *de-scend* the hill (come down the hill). *De-clivity*, the downward slope. *De-jected*, downcast. *De-preciated*, lowered in price or value:—the opposite of *ap-preciated*, raised in price or value.

Between.—**Inter-.** An *inter-national* treaty (a treaty between the different nations).

Surpassing.—**Super-.** A work of *super-human* wisdom (wisdom exceeding the capacity of man). This work is *super-excellent* (excellent to a degree far exceeding the common). A *super-tax* (a tax much heavier than other taxes of the same class).

The price paid.—**-age.** What is the *post-age* (the price of the stamp to be used for posting the letter)?

Causing a thing to be done.—**Be-, -en, en-, -fy, -ise.** The sea is now *be-calmed* (made calm or caused to be calm). Let us *dark-en* the room (make the room dark). He was *en-deared* to me (made dear to me). The colour was *intensi-fied* (made more intense). This will *fertil-ise* the soil (make the soil more fertile than it was).

One to whom something is done.—**-ee, -y.** A *refer-ee* (one to whom something is referred). A *deput-y* (one who has been deputed

to act for another). A *deport-ee* (one who has been deported).
An *examin-ee* (one who is being examined).

Afresh.—*Re*-. The classes must be *re-formed* (formed afresh, formed over again). (When *re* is used for this purpose, it must be pronounced more slowly and followed by a hyphen. There is a great difference in meaning between *rē-form* and *rēform*).

Exercise on § 47. (To be done orally and at sight.)

Express by single words the phrases italicised in the following sentences:—

1. Your painting seems to have been *insufficiently coloured*.
2. The soul is *separated from the body* by death.
3. Your box *weighs more than mine*.
4. He *paid the man too little for what he had done*.
5. The meeting must appoint a man *who will act as chairman whenever the regular chairman is absent*.
6. He is a man of *extreme Protestant views*.
7. They climbed the *upward slope of the hill* with much labour.
8. He *judged the case before hearing the evidence*.
9. The sheep must be *counted all over again*.
10. These heavy clouds *make the atmosphere dark*.
11. There was a splendid *glow after the sun had gone down*.
12. This clay ought to *make the bank solid*.
13. He must be *granted an indemnity* for his losses.
14. *Give the letter a date subsequent to that on which the letter is written*.
15. I prefer a *life written by the man himself* to one written by another person.
16. What *fee* ought we to pay *to the broker*?
17. He was appointed to *act officially for the chancellor in his absence*.
18. The fruit has become *more ripe than it should be*.
19. The *second mowing of the grass* was a fine crop this season.
20. I hope he will *act as a friend towards me*.
21. We *defeated him by a majority of votes*.
22. Napoleon III., *who was once emperor of France*, ended his days in England.
23. They were *unfavourably biassed against this man before they knew him*.
24. The doll must now be *dressed over again*.
25. The witness was *reduced to a state of terror*.
26. This article is *offered for sale at less than its proper price*.
27. The facts have been *stated in terms exceeding the truth*.
28. The *downward slope of this hill* will give us no trouble.
29. The *cost of posting* this letter was rather high.
30. Nothing will *make taxation popular*.
31. These legends must be *put on a rational basis*.
32. The younger brother *grew taller than the elder*.
33. He will *bid more than you* for that article.
34. This contract is *subordinate to another contract*.
35. You must *draw back the bolt of that door*.

36. He was *thrown off his horse* and had a bad fall.
37. He is entitled to *be paid for every day that he halts*.
38. I want to see his *own handwriting*.
39. He is an *extreme Conservative* in politics.
40. Silver has been *lowered in price* by a *risc in the value* of gold.
41. The rule, though now obsolete, must be *introduced afresh*.
42. The *hours between noon and sunset* will be spent at home.
43. His hands were *reduced to a state of numbness*.
44. Let the letter be *dated after the actual date on which it was written*.
45. He is the *assistant, not the principal, editor* of the journal.
46. We must *remove the deception under which he labours*.
47. His mind has been *relieved of the illusion which had taken hold of him*.
48. I have *let this house of which I am only a tenant myself to another man*.
49. The poor boy has *not been sufficiently fed*.
50. He has been *more anxious than he need have been* about that matter.
51. This is one of the *smaller divisions* of the book.
52. His rank is that of *one next below the editor*.
53. He is the *man to whom you must refer* in this matter.
54. We must *get rid of the odour in this room*.
55. Dr. J., *formerly bishop of Calcutta*, has retired on account of age.
56. He was appointed to *act in the place of admiral*.
57. He *received the power to act as he did*.
58. What shall we have to pay for the *convenience of using the wharf?*
59. He will be *deprived of the weapons with which he armed himself*.
60. This is the *secondary title* of the book.
61. The animals *before the deluge* were of a huge size.
62. He *made slaves of the unfortunate negroes*.
63. Such injustice *fills one's mind with bitterness*.
64. This *gives him a title to better treatment*.
65. They have *left the ship on which they had embarked*.
66. This event *makes our position dangerous*.
67. *A man of extreme Radical views* has been elected.
68. His hands are so *deeply soiled with grime* that they need hot water and soap to make them clean.
69. His arrival *took place at a time previous to mine*.
70. The table must *have a fresh covering put on it*.
71. His language should be *recast in modern form*.
72. I *assumed that he was wrong before any one told me so*.
73. The son is *heavier than his father*.
74. The subject *has been entangled and must be cleared up*.
75. His mind was *made calm* through your influence.
76. The classes must be *formed over again*.
77. The cost was *estimated above the proper amount*.
78. The *lady who was once empress of the French* retired into private life.
79. The room must be *purged of the infection*.

80. The tone of the book is *more sentimental than it should be*.

81. A man who *eats more than he should do* is not likely to live longer than one who is more abstemious.

82. These landlords were all *deprived of the proprietary rights that they formerly possessed*.

48. Suffixes forming Abstract Nouns.—A noun is said to be abstract as distinct from concrete, when it denotes some quality, state, office, or action apart from anything possessing the quality, etc. Thus *friendship* denotes the quality of friend in general apart from any particular man or woman who is regarded as friend. The word *friend* is concrete, the word *friendship* is abstract.

For forming abstract nouns we have a very large number of suffixes, of which the most important are given below. All the nouns so formed were originally abstract, but some are now chiefly used in a concrete sense.

- dom : added to adjectives, as wis-*dom*, or to nouns as king-*dom*.
- hood : added to nouns, as man-*hood*, child-*hood*.
- ing : added to verbs, as writ-*ing*, count-*ing*.
- ness : added to adjectives, as dark-*ness*, holi-*ness*.
- ship : added to nouns, as friend-*ship*, pleader-*ship*.
- th, or -t, added to adjectives, as dep-*th*, heigh-*t* ; or to verbs (very rarely), as steal-*th*.
- cy : added to adjectives, as bankrupt-*cy* ; or to nouns, as idiot-*cy*. If the adjective ends in -*ate*, the -*ate* is changed to -*acy*, as priv-*ate*, priv-*acy*.
- age : added mainly to nouns, as bond-*age*, pilgrim-*age*.
- al, -als : refus-*al*, tri-*al*, nupti-*als*, credenti-*als*.
- ance, or -ancy : usually the abstract form of nouns or adjectives ending in *ant* ; as repent-*ance*, const-*ancy*, ten-*ancy*. Sometimes added to verbs, as endur-*ance*, disturb-*ance*.
- ence, or -ency : usually the abstract form of adjectives ending in -*ent*, as innoc-*ence*, innoc-*ency*.
- ice : added to adjectives, as just-*ice* ; or to nouns, as coward-*ice*.
- ity, or -ty : added to adjectives, as fals-*ity*, cruel-*ty*.
- ment : added to verbs, as conceal-*ment*, nourish-*ment*.
- ry, or -ery : added to nouns, as cook-*ery*, poet-*ry*, chival-*ry*.
- ism : tru-*ism*, fanatic-*ism*, barbar-*ism*.
- ure : rapt-*ure*, cult-*ure*, seiz-*ure*, verd-*ure*.
- itude : mult-*itude*, long-*itude*, serv-*itude*.
- ion : attent-*ion*, cohes-*ion*, tradit-*ion*.
- y : harmon-*y*, victor-*y*, industr-*y*.

Exercise on § 48. (To be done orally and at sight).

Insert the proper word wherever you see a gap, in the following sentences :—

dearness	{ So long as the present — or scarcity continues, we
dearth	

dryness drought	{ The crops are suffering from ——. The — of this climate is doing me some good.
hardihood hardness	{ The quality that is called — of heart is not by any means a mark of — or courage.
slyness sleight	{ Cunning of hand is called —; cunning of mind is called —.
manliness manhood	{ He has now reached the age of —, and has already given signs of — of character.
friendliness friendship	{ The — of his actions shows that his — is sincere.
sloth slowness	{ His — in coming to a decision arises, not from — or idleness, but from caution.
acquittal acquittance	{ A receipt in proof that I am entirely discharged from a certain debt is called an —. If I am declared innocent of a charge brought against me, that is called an —.
beneficence benefaction	{ The habit of doing acts of kindness is called —; the particular act is called a —.
contentment contention	{ The — or rivalry between the two men produced no — or satisfaction on either side.
continuation continuance	{ The discussion was not of long —; the point was settled by the letter which I sent him in — of the previous one.
departure department	{ He has given up that — or branch of duty, and will take his — to-day.
destiny destination	{ It will not be my —, I fear, to reach my — by the time that I appointed.
disposition disposal	{ The matter is entirely at your —, and thanks to the goodness of your — and character all will be well.
exposition exposure	{ An — of all these misdeeds must come sooner or later; the public will then demand an — and full statement of the causes which led to them.
fragment fracture	{ He examined the — in the patient's leg and discovered a — or broken piece of bone that required immediate removal.
imposture imposition	{ The remedy proposed was an —. The — of new taxes is not desirable.
luxury luxuriance	{ The — of nature is chiefly seen in the summer, when the supply of ripe fruit is a — within every one's reach.
observation observance	{ The due — of this rule will be placed under the strictest —, so that any one failing to comply may be detected.

position posture	{ In this state or — of affairs the — of the professional classes becomes more insecure than ever.
proposal proposition	{ What is presented for acceptance or rejection is called a —; what is presented for discussion is called a —.
servitude service	{ The meanest kind of — is called —.
station stature	{ The height or — of a man does not at all depend upon his rank or — in life.
temperament temperature	{ The high — of this climate does not suit the — of a man born and bred in colder latitudes.
vacation vacancy	{ This — will be filled up when the annual — comes round and every one will be away.
completeness completion	{ The — of his cure is proved by his having been able to bring his work to a state of —.
falsehood falseness falsity	{ The — which he has told proves the — of his professions and the — of his character.
ingenuity ingenuousness	{ His — in arguing a point is less worthy of our respect than his — and honesty of purpose.
procedure proceeding	{ Let us know what — or method should be followed; the — or course of action that we adopt is then likely to be correct.

49. Suffixes forming Adjectives.—These are very numerous. I give only those which are of the commonest occurrence, or which are still used occasionally for forming fresh adjectives.

-ed (form of *Past participle* in verbs of the weak conjugation):—wretch-*ed*, gift-*ed*. This suffix is much used in composition; as evil-heart-*ed*, short-sight-*ed*, many-colour-*ed*.

-en (made of): wood-*en*, earth-*en* (as in "earthenware").

-fast (firm): stead-*fast*, shame-*fast* (for shame-*fast*).

-fold (repeated): two-*fold*, three-*fold*, etc.; mani-*fold*.

-like, or **-ly** (*resembling*): god-*like*, lady-*like*, king-*ly*, woman-*ly*.

-most (*superlative*): hind-*most*, ut-*most* (for out-*most*).

-some (*abounding in, inclined to*): trouble-*some*, hand-*some*, quarrel-*some*.

-ther (*comparative*): far-*ther*, fur-*ther* (for "fore-*ther*").

-ward (turning to): fro-*ward*, for-*ward*, way-*ward*, home-*ward*.

-y (*pertaining to, abounding in*): hill-*y*, trust-*y*, feather-*y*.

-au, **-ane**, **-ain**: hum-*an*, hum-*ane*, eert-*ain*.

-ant, **-ent**: vae-*ant*, innoe-*ent*. (When *-ant* and *-ent* are seen in pairs of words, as "confid-*ant*, confid-*ent*," or "depend-*ant*, depend-*ent*," the former is a noun, the latter an adjective).

-able (*generally in a Passive sense*): added to verbs, as in laugh-*able*, mov-*able*, eat-*able*; or to nouns (but rarely), as in service-*able*, credit-*able*, exception-*able*.

-ible (much less common than *-able*, signification the same: *ed-ible* (=eat-*able*), *leg-ible*, *tang-ible*, *cred-ible*.

-al: *imperi-al*, *constitution-al*, *vit-al*, *comic-al*.

-ar, -ary, -arious, *arian*: *regul-ar*, *ordin-ary*, *greg-arious*, *agr-arian*.

-ate: *fortun-ate*, *accur-ate*, *priv-ate*.

-ble, -ple (same meaning as "*fold*"): *dou-ble*, *sim-ple*, *tre-ble* or *tri-ple*.

-fic, -ficent, -ficial (causing or making): *terri-fic*, *bene-ficent*, *bene-ficial*.

-ic, -ique, -ical: *rust-ic*, *un-ique*, *com-ical*.

-ile: *serv-ile*, *puer-ile*, *frag-ile*.

-ive (in an *Active* sense): *sport-ive*, *talkat-ive*. (*Capt-ive* is used in a *Passive* sense).

-or (*comparative*): *superi-or*, *min-or*.

-ory, -orious (*generally in an Active* sense): *illus-ory*, *cens-orious*.

-ous, -ose (*abounding in*): *glori-ous*, *verb-ose*.

Exercises in § 49. (To be done orally and at sight.)

The student is asked to insert the proper word, wherever he sees a gap, in the following sentences:—

benevolent	{	He was — by inclination, and hence his acts were
beneficial		— to those around him.
childlike	{	We can respect a man of — simplicity, but not a
childish		man of — manners.
comic	{	What we saw acted on the stage, though it professed
comical		to be a — drama, was not at all — in its effects.
comprehensive	{	A — subject such as history should be treated in
comprehensible		a style that is easily — to all readers.
contemptible	{	One is entitled to feel — towards a — person.
contemptuous		
continual	{	A contented mind is a — feast, but not a —
continuous		one; for it does not last for ever, but comes to an end with death.
creditable	{	The report was too absurd to be —, and it was not
credible		— to the man who set it going.
clementary	{	Air can hardly be called an — substance, since it
clemental		has itself been analysed into various elements; in fact the composite character of air is now one of the most — truths of science.
exceptionable	{	He was a man of — ability and no one could find
exceptional		anything — in what he wrote.
godlike	{	We admit that he leads a — life, but to say that
godly		he is — by nature is more than we ought to say of any man.

imaginative imaginary	{ He is — to a fault, and that is why he often makes — statements.
imperial imperious	{ A man of — temper is not fit to hold office in any branch of the — government.
industrious industrial	{ If a man is not —, he can hardly expect to succeed in any — undertaking.
ingenious ingenuous	{ He is not clever enough to be called —, but no one will deny that he is —, simple-minded, and truthful.
innocent innocuous	{ He was — of any bad intention, though the drug that he administered by mistake was not — or harmless.
judicious judicial	{ He showed a — mind in hearing that case in court, and he gave a — verdict when the trial was over.
luxuriant luxurious	{ The vine was of — growth, and to a man of — habits its fruit must have been very acceptable.
masterful masterly	{ He wrote in a — style, but his — temper was unbearable and disqualified him for office.
momentous momentary	{ The event was one of — consequences, and these were the reverse of —; for the effects are still felt.
official officious	{ In writing as he did an — letter about a matter that was beyond his own sphere of duty, he showed how — he was by disposition and habit.
permissible permissive	{ A rule that permits, but does not order, anything to be done is called —; and anything that is done under such a rule is —.
politic political	{ It was not — on his part to treat a private matter as if it was something — and deserving the attention of the public.
populous popular	{ He was a — man and fit to represent as he did a — constituency.
respective respectful	{ Throughout the discussion they gave him a — hearing, and when it was finished they went away to their — homes.
sensitive sensible	{ A — man, if he is inclined to be too —, will try to put a check upon his feelings.
spirituous spiritual	{ A man who is inclined by nature to drink more than is good for him will abstain from — liquors. You must give some attention to — things.
temporal temporary	{ What we call — prosperity may come suddenly to an end and prove to be of a merely — nature.

transitional transitory	{ Between youth and middle age there is a — period ; but this, like every other period in our lives, is short-lived and —.
verbal verbose	{ He wrote a lengthy and — document about a question that was — rather than real.
virtual virtuous	{ He made a — surrender, though he did not like to acknowledge it, to a man who was much more — than himself.

50. Miscellaneous Prefixes and Suffixes.—We may now bring this chapter to an end by giving a miscellaneous list of prefixes and suffixes classified under a few sub-headings as shown below. They are all much used in composition, and have been of great help in the enlargement of our vocabulary. The student is not expected to learn any of these by heart, but he may find them useful for reference.

(a) Denoting a *moderate* or *low* degree of some quality :—

-ish : black-*ish* (rather black) ; sweet-*ish* (rather sweet).

Sub- : sub-tropical (not quite tropical) ; sub-acid (slightly acid).

(b) Denoting a *high* degree of some quality :—

-ful : plenti-*ful*, taste-*ful*, truth-*ful*.

-ous, -ose : odi-*ous*, fam-*ous*, tremend-*ous*.

Note.—The equivalence of these suffixes is seen from examples of adjectives which go in pairs and have the same or nearly the same signification :—

Plenti-*ful*, plente-*ous* ; beauti-*ful*, beaute-*ous* ; wonder-*ful*, wondr-*ous* ; bounti-*ful*, bounte-*ous* ; piti-*ful*, pite-*ous* ; grace-*ful*, graci-*ous* ; joy-*ful*, joy-*ous*.

(c) Denoting the absence of some quality :—

-less : hap-*less*, law-*less*, hope-*less*, care-*less*.

N- : n-one, n-either, n-ever, n-or.

Un- : un-happy, un-safe, un-ready, un-called for.

Dis-, di- : dis-quiet, dif-fident, dis-honour.

In- : in-human, ir-regular, im-moral, il-legible.

Ne-, neg-, non- : ne-farious, neg-lect, non-sense.

A-, an- : a-pathy, an-archy, an-æmic.

Note 1.—The *ab* in *ab-normal* is used in a negative sense ; it denotes something that is not normal or regular.

Note 2.—*Non* is less emphatic than *in* or *un* in such words as non-christian and un-christian ; non-famous, in-famous ; non-professional and un-professional. Thus “the letter was non-professional” merely means “the letter had nothing to do with the writer’s profession or calling” ; but “the letter was unprofessional” means that “the letter was decidedly opposed to and unworthy of the writer’s profession or calling.”

Note 3.—The prefixes *in-* and *un-*, though they are entirely distinct in origin, look so much alike that they are sometimes used indifferently with the same stem; thus we have *in-frequent* or *un-frequent*, *in-cautious* or *un-cautious*, *in-stable* or *un-stable*.

(d) Denoting something bad or something wrong :—

Mis- : *mis-take*, *mis-hap*, *mis-fortune*.

Male- or *mal-* : *malé-factor*, *male-volent*, *mal-treat*.

Per- : *per-jury* (a false oath), *per-vert* (to lead any one's mind in a wrong direction), *per-fidy* (bad faith).

Dys- : *dys-pepsia* (indigestion), *dys-entery*.

(e) Denoting something good, the opposite of (d) :—

Well- : *wel-fare*, *wel-come*, *well-being*.

Bene- : *bene-factor*, *bene-volent*, *bene-diction*.

Eu- : *eu-phony* (pleasant sound), *ev-angelist* (a bearer of good tidings).

(f) Having a depreciatory force :—

-erel, *-rel* : *dogg-erel*, *mong-rel*, *wast-rel*.

-ling : *hire-ling*, *world-ling*, *under-ling*, *weak-ling*.

-monger : *grievance-monger* (one who is always complaining), *ballad-monger* (a poet who can write nothing better than ballads). (In "*iron-monger*" and a few more such words *monger* is not used in a bad sense.)

-ster : *trick-ster*, *rhyme-ster* (a poet who can merely make rhymes, but has no poetic gifts).

-ard : *cow-ard*, *drunk-ard*, *slugg-ard*, *dot-ard*.

-ish : *child-ish* (fit only for a child), *woman-ish* (fit only for a woman, not fit for a man), *upp-ish* (one who holds his head too high), *slav-ish*.

-ile : *puer-ile* (childish), *serv-ile* (slavish), *infant-ile* (babyish).

Note.—The last two suffixes are used for forming adjectives; the five previous ones for forming nouns.

(g) Used for forming Diminutives :—

-en : *chick-en* (allied 'to "coek"), *kitt-en* (allied to "cat"), *maid-en* (diminutive of "maid").

-kin : *lamb-kin*, *Peter-kin* or *Per-kin* (little Peter), *bump-kin*.

-ie, *-y* : *bird-ie*, *lass-ie*, *bab-y*, *Ann-ie*, *mann-i-kin*, *lamb-i-kin*. (The last two are double diminutives. These suffixes generally express endearment.)

-ing : *farth-ing* (fourth part of a penny), *tith-ing* (a tenth part), *wild-ing*.

-ling : *duck-ling*, *gos-ling*, *dar-ling* (little dear), *strip-ling*.

-ock : *hill-ock*, *bull-ock*, *padd-ock*, *hadd-ock*.

-el : *dams-el*, *mod-el*, *mors-el*, *pare-el*.

-et, *-ette* : *lock-et*, *lanc-et*, *poek-et*, *thick-et*, *statu-ette*, *waggon-ette*, *brun-ette*, *oper-etta*.

-let : *stream-let*, *rivu-let*, *ring-let*, *brace-let*, *leaf-let*.

-icle, *-icil*, *-cile*, *-cil*, *-cle* : *ic-icle*, *part-icle*, *eod-icil*, *domi-cile*, *pen-cil*, *corpus-cle*.

-ule, -cule : glob-*ule*, pill-*ule*, nod-*ule*, animal-*cule*.

-isk : aster-*isk*, obel-*isk*, basil-*isk*.

(h) Denoting number or quantity :—

Demi-, semi-, hemi (half) : *demi*-god, *semi*-circle, *hemi*-sphere.

Un-, uni- (one) : *un*-animous, *uni*-form, *uni*-corn.

Mon-, mono- (one, single, alone) : *mono*-poly, *mon*-archy, *mon*-astery, *mon*-k, *mono*-tonous.

· Twi- (two, double) : *twi*-light, *twi*-ce, *twi*-st, *twi*-ne.

Bi-, bis-, bin- (twice, two) : *bis*-cuit, *bi*-ped, *bi*-sect, *bin*-ocular, *bi*-ennial.

Di- (two) : *di*-lemma, *dis*-syllable, *di*-phthong, *di*-glot.

Tri- (three, thrice) : *tri*-angle, *tri*-lateral, *tri*-sect, *tri*-pod, *tri*-syllable.

Quadr-, quadri- (four) : *quadr*-ennial, *quadr*-angle, *quadr*-lateral.

Quinque- (five) : *quinqu*-ennial (occurring every five years).

Penta- (five) : *penta*-gon (a five-sided figure), *penta*-polis (a cluster of five towns or cities), *penta*-teuch.

Hex- (six) : *hex*-a-gon, *hex*-a-polis.

Hepta-, hept- (seven) : *hepta*-gon, *hept*-archy.

Multi- (many) : *multi*-lateral, *multi*-ple, *multi*-form, *multi*-millionaire.

Poly- (many) ; *poly*-syllable, *poly*-gon, *poly*-technic, *poly*-gamy.

(i) Denoting collection, and sometimes the place of the collection :—

-ade : colonn-*ade*, balustr-*ade*, cavalc-*ade*.

-age : foli-*age*, assembl-*age*, hermit-*age*.

-ary, arium : libr-*ary*, gran-*ary*, sanit-*arium*, aqu-*arium*.

-ery, -ry : station-*ery*, shrubb-*ery*, bak-*ery*, rock-*ery*.

-ory : fact-*ory*, dormit-*ory*, arm-*ory*.

(j) Having more than one signification and use :—

Be-. This suffix has three main uses :—

(1) It forms Transitive verbs out of adjectives and nouns : *be*-calm, *be*-friend ;

(2) It gives an intensive force to verbs : *be*-daub, *be*-sprinkle, *be*-deck ;

(3) It forms the first syllable of certain adverbs and prepositions : *be*-times, *be*-fore, *be*-side, *be*-sides, *be*-tween (twain).

Out.—This prefix has two main uses :—

(1) It stands as the opposite of “in” : *out*-come, *out*-look, *out*-break.

(2) It signifies “surpassing” or “beyond” : *out*-shine, *out*-live, *out*-run, *out*-weigh, *out*-vote.

De.—This prefix has four main uses :—

(1) *Down* : *de*-scend, *de*-clivity, *de*-grade, *de*-crease.

(2) *Reversal* : *de*-throne, *de*-tach, *de*-plete, *de*-odorise.

(3) *Astray* : *de*-viate, *de*-lude, *de*-face, *de*-formed.

(4) *Intensive* : *de*-fraud, *de*-fend, *de*-clare, *de*-liver.

Dis-, di-.—This prefix has three main uses :—

- (1) *Asunder, not* : *dis-honour, dis-please, di-verse, di-fference.*
- (2) *Reversal* : *dis-mount, dis-lodge, dis-illusion.*
- (3) *Intensive* : *dis-sever, dis-annul, di-minish.*

Per-, pel-.—This prefix has two main uses :—

- (1) *Through* : *per-force, per-spire, per-form, pel-lucid.*
- (2) *Wrongly* (see above *d*) : *per-vert, per-fidy, per-dition, per-ish.*

-age.—This suffix has four main uses :—

- (1) *Abstract termination* : *bond-age, pupil-age, cour-age.*
- (2) *Cost of action* : *broker-age, post-age, freight-age.*
- (3) *Result of action* : *break-age, leak-age, pill-age.*
- (4) *Collection* (see above *i*) : *foli-age, plum-age, vill-age.*

CHAPTER XI.—DESCRIPTIONS OF OBJECTS : EXPANSION OF OUTLINES.

51. Expansion of Outlines.—The outlines of a few object-lessons are given below. Every general statement contained in the outline can be expanded into a paragraph ; and the group or collection of paragraphs will constitute the essay or description. It will be of much help to a student, if an outline, before being expanded in literary form, is made a subject of conversation between the teacher and the class.

All that has been said in Chapter VII. on the unity of sentence and paragraph, the use of parentheses, the length of sentence, the length of paragraph, diction, and disfigurements of diction, is intended to apply to the exercises contained in this chapter.

I give one specimen of an outline expanded into a short essay or description :—

Outline.

1. *A Blackboard.*

Its material and shape.

How its surface is made smooth and level, and for what purpose.

The easel—why it is especially convenient as a support.

Why the board is painted black and why it is varnished.

The usefulness of a blackboard to a teacher.

Expansion of Outline.

A blackboard is to be seen in almost every class-room : in fact, a class-room is not properly furnished if it has none. Its name shows of

what material it is made. It is made of two or more boards, which are fastened together in such a way as to make one large level surface. The shape given to it is either that of a square or more usually that of an oblong, *i.e.* a rectangular figure whose breadth is greater than its height.

Since a blackboard is intended to be written on, and is put together for no other purpose, its surface must be made perfectly smooth and level. This is easily done by a carpenter, who first levels it with his plane and then smooths it with sand-paper.

The easel on which the blackboard is supported is a wooden frame that tapers towards the top and stands on three legs, two in front and one behind. So in the matter of legs it is a kind of tripod. The board can be placed at any height that the teacher thinks best for his own and the students' convenience; for the two forelegs have each a line of equidistant holes running up the middle, and the pegs on which the board rests can be fixed in any pair of holes that will give the height required.

The board is painted black, because this colour more effectively than any other shows off the white lines, figures, or letters written on it by the ball or stick of chalk that is used for this purpose. Besides being painted black, the board is varnished, so that it may have a clear and glossy surface, which will not retain much dust, and can easily be wiped clean by a duster, or, if necessary, by a moist sponge.

The usefulness of a blackboard to a teacher lies in the fact that the class can not only hear, but see, what the teacher has to tell them. The mind is sometimes more impressed by the eye than by the ear. A teacher with a blackboard in front of him can appeal to both simultaneously.

2. *Chalk.*

All true chalk is white. What are called black chalk and red chalk are rocks of a different class.

Is very porous; a chalk-bed may be the source of a well.

Is useful as a top-dressing for cold and heavy soil.

When it is burnt, is useful for making mortar.

Is much used for writing on a blackboard.

3. *A River.*

Rises on high ground; is fed by rain or melted snow; examples.

Has a winding course, because it goes where resistance is least.

Makes its own bed and helps to make its own banks; how?

Describe with one example a river-basin and its watershed.

The mouth of a river—describe an estuary with one example.

4. *Rice.*

A grain-bearing grass; in appearance rather like barley.

Grown only in hot and very moist countries; examples.

Raised either by sowing or by planting out in drills.

Means by which the grain is separated from its husk.

Useful for food and for the making of starch.

5. *India-rubber,—how it is procured and manufactured.*

The tree grows only in hot and moist countries ; examples.

Holes are bored into the tree, and the juice oozes out.

The juice is spread out on a plank, where it gradually separates into two different substances,—one sticky, the other watery.

The watery substance is dried off by the heat of fire or sun.

The sticky stuff that remains thickens and becomes india-rubber.

6. *India-rubber,—its Properties and corresponding Uses.*

Sticky ; hence used for taking pencil-marks off paper.

Waterproof ; hence cloth is steeped in liquefied rubber.

Elastic : hence cut into narrow strips or threads for braces, bandages, spring-sides of boots, garters, etc.

Much used for making the tires of cycles and motor-cars.

7. *The Cotton-plant,—how and where it is grown.*

Cotton-tree distinct from cotton-plant ; the latter is an annual.

Wool from tree is used for stuffing cushions, pillows, etc. Cotton from plant is spun into fibre for calico.

The plant needs much heat, but not very much moisture ; in what countries it is chiefly grown.

Reaches full height (about 3 feet) in six or seven months. When the flower falls off, a pod is formed in its place.

When the pod bursts, the white fibre peeps out through the cracks and is picked by hand. The white fibre is cotton.

8. *Cotton-fibre and Cotton-seed, their Uses and Manufactures.*

The white fibre enclosed in pods has little black seeds clinging to it.

The fibre is cleared of seeds by what is called a gin ; it is drawn through the teeth of the gin, which are too fine for the seed to pass.

The seeds are much valued for the oil to be crushed out of them.

A large bundle of tightly compressed fibre is called a bale.

The fibre is spun into yarn ; the yarn is woven into calico.

9. *The Flax-plant,—how it is grown and what it is used for.*

The flax-plant, from which linen is produced, is an annual.

Grown in summer of cool countries or in winter of hot ones.

Stalk grows about a foot and a half high and has a blue flower.

Stalk is valued for its fibre ; the seed comes, when the flower goes.

Linen is made from the fibre ; linseed oil from the seed.

10. *Linen,—how it is made, and how it differs from Calico.*

The fibre is taken from the stalk, not from the pod, as in cotton.

The cut stalk is soaked till the wood rots ; the fibre is then released.

Fibres are made to pass through the teeth of a comb.

Long fibres are woven into linen, short ones into rope.

Calico is soft, warm, and fluffy ; linen is cold, hard, and glossy.

11. *The Tea-plant,—how and where it is grown and what it produces.*

An evergreen ; can grow to a high tree, but is not allowed for two reasons : what is wanted is leaf, not wood ; and the leaf must be tender and within reach.

Does not bear a good leaf without a hot sun and much rain.

Must grow on sloping ground, as it sickens in swamps.

Names and peculiarities of countries where it is grown.

Three crops of leaf a year ; the best in spring, the worst in autumn.

12. *The Tea-leaf,—how it is prepared for use.*

Much care is taken not to bruise the leaf in plucking it.

The plucked leaf is left at first to wither and dry a little.

The withered leaf is then dried a little by fire ; then rolled.

The rolled leaf is slightly roasted over a charcoal fire.

The roasting gives the tea-flavour to the juice of the leaf.

13. *Coffee,—how and where the plant is grown and what it produces.*

Can grow as high as tea, but is not allowed for the same two reasons.

First found in Abyssinia, then reared in Mocha, now in Jamaica, etc.

Requires, like tea, sloping ground, a hot sun, and much rain.

Bears a white flower, which, when it drops, is followed by a berry.

Each berry produces two hard oval-shaped beans face to face.

14. *Coffee,—how it is prepared for use.*

The berries, when ripe, fall to the ground ; not plucked off the tree.

They are spread out to dry, till the outer coating shrivels ; this is then rubbed off between stone-rollers.

The bean that was inside the berry is greenish, and has no taste or smell of coffee.

The taste, smell, and dark-brown colour are produced by roasting.

It is roasted in a cylinder that is kept always in motion.

15. *Slate,—what it is and what it is used for.*

A kind of rock, chiefly of a darkish-blue colour.

Split into even slabs by giving a chisel a sharp tap with a hammer.

Two uses : for roofing houses, and as material to write on.

To make it fit to write on, it is rubbed smooth on a mill-stone.

For roofing houses, each piece is cut into a uniform shape.

16. *Cork,—what it is and what is done to the tree that bears it.*

Cork is the thick outer bark of an evergreen oak-tree.

The tree is much smaller than an English oak and needs more warmth.

To get the bark off, rings are cut round the trunk, and straight lines are cut up and down from one ring to another.

Outer bark gradually dries, and falls off or is easily drawn off.

Great care is taken not to cut the inner bark ; why ?

Outer bark not fit to be taken off, till the tree is 20 years old.

17. *Cork,—its Preparation, Properties, and Uses.*

The bark is pressed in pits, and soaked while it is pressed.

Then it is dried and slightly charred to close the pores.

When the pores are closed, the cork is fit for use.

Elastic ; so it can be pressed tight into necks of bottles.

Impervious to water and air ; so nothing flows out or gets in.

Very light ; so it is used as floats for fishing-nets, and for stuffing life-belts.

CHAPTER XII.—SHORT ESSAYS ON GENERAL SUBJECTS.

52. *Essay-writing.*—A few subjects for essay-writing are given below, with a short outline attached to each subject. I give one specimen of an outline expanded into a short essay. Here, as in the object-lessons given in the previous chapter, the expansion of an outline into the form of a short written essay will be rendered much easier to the student, if, before the composition of the essay is commenced, the outline is made a subject of conversation between the teacher and the class.

1. *The Uses of Mountains.*

Outline.

Mountains give motion to water : usefulness of this motion.

They maintain a constant change in air-currents.

They cause a perpetual change in the soils of the earth.

They help to divide nations and empires from one another.

Expansion of Outline.

Mountains give motion to water. There is not a river on this planet but owes its current to some slope of the earth's surface. Without rivers there would be no inland navigation, no natural drainage, no ready supply of fresh water. The rain by which rivers are fed, instead of being kept within the channels of rivers and their tributaries, would stagnate in pools and marshes ; and these would become more and more foul. The air would be polluted by the stench ; toads, frogs, and all kinds of foul animals would multiply ; and the earth would not be fit to live on.

Mountains maintain a constant change in the currents of the air, and the change of currents helps very much to preserve its purity. Mountain ridges and tablelands are much cooler than valleys and plains; and this inequality of heat and cold sets the air in motion and produces wind. The air is thus driven about from one part of the earth's surface to another, and is not allowed to stagnate. A long stagnation of air in one place would be as unhealthy as a long stagnation of water.

Mountains cause a perpetual change in the soils of the earth, adding thereby both to their fertility and their extent. Surface-soil is carried from hills into plains by the downward course of rivers and their tributaries. Egypt is fertilised year after year, when the flood-season comes round, by the mud thrown over its surface from the inundations of the Nile; in fact Egypt itself has been called "the gift of the Nile," formed as it was by deposits of mud from equatorial mountains. The whole of Bengal is alluvial, formed by the Ganges and its tributaries; and the land-area of this part of India is being slowly, but surely, extended towards the sea by fresh deposits of mud from the same source.

Mountains help to divide nations and empires from one another. The valley of the Tigris and the Euphrates was separated for many centuries by the Caucasus from the Scythians or Tartars of high Asia, and became the seat of the great monarchies of Nineveh and Babylon; Spain was long protected and isolated by the Pyrenees; Persia by the Hindu Kush; India by the Himalayas; Italy by the Alps. To this day the mountain ranges that have just been named mark the boundaries of kingdoms or empires.

2. *The Choice of a Calling.*

Let every one follow his natural bent, if he gets the chance.

If he has no such bent, he must be guided by his opportunities and his powers.

The choice having been once made, he must neither be tempted to change it without very strong reason, nor be daunted by first difficulties.

Almost all difficulties can be overcome by industry; but industry is killed by discontent or by disbelief in one's own powers.

Life is a struggle; but life without effort or without a victory would be not worth living.

3. *Contentment.*

One of the chief sources of happiness in all stations of life.

Contentment is to the mind what health is to the body.

It enables a man to see others prosper without envying them.

It leads him to pity the unfortunate and try to help them.

My crown is in my heart, not on my head,
Not decked with diamonds and Indian stones,
Nor to be seen; my crown is called content;
A crown it is that seldom kings enjoy.

3 *Henry VI.*, iii. 1.

4. Truthfulness.

Be true to others ; a liar is always found out ; without mutual confidence society cannot exist.

Lying by words,—saying an untruth or a half-truth, or putting the truth in a false light.

Lying by silence,—concealing what ought not to be kept secret.

Lying by looks or gestures,—suggesting by this means what is not true.

Be true to yourself ; see *Hamlet*, I. iii., lines 78-80.

A man who is not true to himself believes his own lies in the end.

A self-deceived man is a monster to be avoided.

5. The Uses of Rain.

Rain fertilises glebe, meadow, pastures, and gardens.

It purifies the air by washing microbe-laden dust into drains.

It replenishes rivers, which would dry up if not renewed by rain.

It filtrates down into the earth and forms springs ; hence wells.

6. Health.

Health is partly hereditary ; but to a large extent it is in the individual's own power, and depends on fresh air, proper recreation, cleanliness, sobriety, and wholesome food.

Every one should attend to his health, so that he may be a support and not a burden to others.

Some pleasures destroy health ; such temptation must be resisted.

The reward of resisting such temptation is certain ; for without health there can be no real happiness.

7. Why we are taxed.

The object of settled government is to afford protection : hence soldiers, warships, policemen, magistrates, prisons.

Taxes are the price paid for the benefit of protection.

Between payment for protection and payment for any other kinds of articles there is one great difference ; the former is involuntary, the latter voluntary.

The government enforces payment, and decides both the method and the amount.

Wherever the government is representative, the nation decides for itself.

8. Perseverance.

In no calling can success be got without perseverance.

Industry must be regular, not fitful ; hopeful, not despondent ; concentrated, not disensrvice ; cheerful, not fretful.

Tasks are made easier and pleasanter by perseverance.

If acquired in youth, it is fixed the firmer, lasts the longer, and is rewarded the sooner.

9. *Hospitality.*

A virtue more practised in backward than in advanced nations.

In the latter it is largely done for show and among equals.

In backward nations, such as Arabs, negroes, etc., it is not done for show, but to help those who need it, and no distinctions are made.

In advanced communities the needy are relieved by public charities and by the poor rates more than by free and open-handed hospitality.

10. *Cultivation of a Taste for Study.*

The motives may be various—emulation or the desire to defeat a rival, ambition or the desire to shine, curiosity or the desire for knowledge.

The last motive is the one which makes the taste for study last.

To study successfully the body must be kept in health by games, etc.

Study must be regular, but with intervals of change and rest.

Reading is aided by thinking over the subject in solitude and by talking about it with others.

11. *Books for Recreation.*

Recreation is intended for intervals of leisure, when study can be put aside. Books for mental recreation must be understood in this sense.

Biography. Can be read without fatigue or effort; teaches by example.

Travel. Opens the mind, besides refreshing it with change of ideas.

Fiction. A lighter kind of mental recreation than either biography or travel; enlarges our sympathies. But excessive love of such reading is to be resisted.

12. *Crossing the Rubicon,—the Fact, the Phrase, and the Warning.*

The fact. The Rubicon is a small river, which was made the boundary between ancient Italy and the province called Cisalpine Gaul, which the Roman Senate had allotted to Julius Cæsar. When he crossed this stream with an armed force, he set the Senate at defiance, and became an invader of Italy, his own country.

The phrase. Is now applied to any one who takes a very serious step from which once taken there is no going back. When Cæsar crossed the stream, he said, "I have passed the Rubicon," knowing that if his project (the overthrowing of the Senate and the seizure of the imperial power) failed, he would be irretrievably ruined.

The warning. Men should think very seriously before committing themselves to a step which may end in their ruin. Cæsar succeeded in seizing the imperial power, but he was assassinated for doing so a few years afterwards.

13. *A Rolling Stone gathers no Moss.*

Moss forms only on stones fixed in one place.

So he who is always changing makes nothing and succeeds in nothing.

A rolling student gathers no knowledge, only a smattering.
 Having taken up a calling, stick to it ; give it a fair trial.
 Having made a friend, keep him ; old friends are better than new.
 Do not hastily leave your home and country for the sake of any
 new craze that you may hear of abroad.

14. *Proverbs as Guides to Conduct.*

There are a few proverbs that are safe guides at all times :—" Truth and honesty is the best policy " ; " Prevention is better than cure " ; " A stitch in time saves nine " ; " What cannot be cured must be endured " ; " Make hay while the sun shines."

But most proverbs are only half-truths, and some are very misleading. Show this in the following :—

Every man for himself, and God for all.
 Exchange is no robbery.
 When in doubt, do nought.

Men must be guided not by proverbs, but by duty and by circumstances.

A proverb is merely a short way of expressing the general experience of mankind in certain situations. It is not meant to be a guide for all possible occasions.

15. *What is a Gentleman ?*

By law a gentleman is one who possesses an hereditary coat of arms. The name is now given to one possessing the following qualities :—

- (a) A certain dignity of bearing, with ease of manner.
- (b) A high sense of honour. Having said a thing, he will do it.
- (c) A stock of general knowledge such as is found in good society.
- (d) Consideration for the feelings of others.

16. *April in England.*

The middle month of spring. Showers. " March winds and April showers bring forth May flowers."

Describe the state of meadows, hedgerows, wheat-fields, trees, gardens.

Arrival of summer birds,—swallow, house-martin, creekoo, etc.

Our home-birds begin to build. Describe some of them.

Fishermen spread out their sails for the open sea.

17. *Can Genius dispense with Study ?*

Genius without study can sometimes do what ordinary men cannot do with study.

But without study genius will rust like iron that is not used.

By a stroke of genius Newton hit upon the law of gravitation ; but he devoted a lifetime to working it out in detail.

In the course of these studies he hit upon several other laws of nature. It was the consciousness of genius that kept him at work.

The conclusion then is that none are so clever as to be able to dispense with study.

18. *Great Issues in English History decided at Sea.*

The fleet built by Alfred stopped further incursions of Danes.

The victory off Sluis (1340) gave Edward free entrance into France, of which he had claimed the crown.

Defeat of the Armada saved England from invasion and possible conquest by Spain.

The victory off Cape la Hogue was fatal to the cause of James II., and saved England from further trouble.

The victory in Aboukir Bay ruined Napoleon's designs to found an Eastern Empire, which would have been a menace to India.

19. *Time and Money.*

Our time is like our money. When we change a gold piece, the silver pieces are soon scattered as things of small account. So when we break a day by idleness in the morning, the rest of the hours lose their importance in our eyes.—SIR WALTER SCOTT.

20. *How the World goes round : a Vicious Circle.*

War begets poverty, poverty peace,
Peace begets wealth : but troubles do not cease
Wealth begets pride ; pride is war's ground ;
War begets poverty : so the world goes round.

—*Old Saw.*

21. *Small Beginnings, great Endings.*

When the balloon was first invented, some one said to Franklin, "What will ever come of it?" Pointing to a child in its cradle Franklin said, "And what will come of that?"

22. *Forgive and Forget.*

"When any one injures me," said a wise man, "I strive to lift my soul so high that his offence cannot reach me." It is certain that a man who studies revenge keeps his own wounds green, which would otherwise heal and do well.—BACON.

23. *Judging of other Men.*

It is only necessary to grow old in order to become more indulgent to other men's failings. I see no fault committed that I have not inclined to myself.—GOETHE.

24. *Example and Precept.*

Say-well and do-well end with one letter ;
Say-well is good ; but do-well is better.

25. *What cannot be Cured must be Endured.*

For every ill beneath the sun
There is some remedy or none.
Should there be one, resolve to find it ;
If not, submit and never mind it.

26. *Talk versus Thought.*

It is a common remark that men talk most who think least ; just as frogs cease their noise when light is brought to the water-side.—
FULLER.

27. *Look below the Surface.*

Errors, like straws, upon the surface flow ;
He who would seek for pearls must dive below.

28. *How Wealth and Energy can be wasted.*

Were half the power that fills the world with terror,
Were half the wealth that's spent on camps and courts
Given to redeem the human mind from error,
There were no need of arsenals nor forts.

—LONGFELLOW.

CHAPTER XIII.—LETTER-WRITING.

53. **Two Kinds of Letters.**—Letters may be roughly distinguished into two kinds or classes ; (A) Familiar or Friendly letters ; (B) Business-letters.

The former class consists of letters written for the sake of keeping up an interchange of kind feelings and civilities between friends or relatives, who live at some distance apart and cannot communicate in any other way. In the same class must be included letters of introduction, congratulation, condolence, invitations, and answers to invitations.

The latter class consists of letters written on any kind of business either private or public.

(A) *Familiar or Friendly Letters* :—

54. **General Precautions.**—Of whatever kind the letter may be, there are certain general rules that are applicable to all.

Penmanship.—Avoid scribbling under any circumstances. Make a habit of writing legibly even to your most intimate friends, so that they may not be puzzled to make out what you have written. Illegibility may lead to a misreading of what you write, and this may have serious consequences. If in writing the word *repeat* you omit to cross the *t*, the word that you leave on the paper is *repeal*, which gives a sense almost the opposite to what you intended.

Spelling.—Good spelling should not be neglected even in the most familiar forms of correspondence. If you have any doubt about the spelling of a word, look it out in the dictionary. One who is habitually careless about his spelling incurs the risk of being considered careless about other matters, or of being looked upon as ignorant and badly educated.

Division of Syllables.—Avoid such division altogether, if you can. But if it is necessary to break a long word into two, let the breaking be properly done. You will get no credit for giving the right spelling to such a word as “*fatigued*,” if you end a line with *fatig-* and begin the next line with *ued*. The word “*fatigued*” consists of only two syllables, and these, if they are to be written apart, must be shown as *fa-tigued*. If there is not enough space at the end of the line to write the whole word, it would be better to write the whole word at the beginning of the next line than to end the former line with such a short syllable as *fa-* or to begin the next line with such a false syllable as *ued*.

Punctuation.—There is always a risk that the sense may be obscured, if not reversed, by faulty punctuation (see examples in § 13). The writer must bear in mind (amongst other things) that, when a noun in the Possessive case is Singular, the apostrophe is placed between the last letter of the noun and the *s*, as in *father's*; that when the noun is Plural, the apostrophe is placed after the last letter of the Plural noun without any *s* being added, as in *fathers'*; and that in *hers*, *ours*, *yours*, *theirs* the apostrophe is not used at all. Hence in closing a letter to a friend, no such mistake as *your's sincerely* should be made.

Postscripts.—Avoid postscripts as much as possible. Say all that you have to say before you finish the letter. But if after you have signed your name to the letter something that ought to be mentioned turns up unexpectedly, then, to save the trouble of writing a fresh letter, you may add a postscript in some such form as the following :—

Since the above was written I have learnt from a letter (or telegram) just received (or from a friend who has just come in) that, etc. etc.

Under the Postscript should be written the initials, not the full signature of the writer.

Revision.—Make a point of reading over your letter before you put it into its envelope. You may have left out a word, and the omitted word (such as *not* for example) might be the

most telling word in the sentence. You may have made a misspelling, or used a wrong preposition or a wrong stop, or made some mistake in grammar, such as putting *who* for *whom*, *him* for *he*, *I* for *me*, etc. If the corrections are numerous, the letter should be rewritten. It is against good manners to send out a letter full of scratches and corrections.

55. The Direction or Outside Address.—What appears on the outside of the envelope is called the direction or address ; and this must of course be written very clearly. It consists of a series of items, each of which must have a separate line to itself, one line under another in the order given below :—

- (1) The name and designation of the addressee.
- (2) The name of the house (if a special name for it exists).
- (3) The name of the village ; or the name of the street together with the number of the house.
- (4) The name of the post-town nearest to the village, or the name of the town containing the street.
- (5) The name of the county containing the town, unless the town, such as Liverpool, Bristol, etc., is so well known already, that no mention of the county is needed.

If the addressee is a visitor staying at another person's house, the letter should be addressed to the care of (c/o) that person in such form as the following :—

W. Cookson, Esq.
c/o Mrs. Evans
4 London Road
Kingston
Surrey.

The only point about which anything more need be said is the first, "the name and designation of the addressee." This matter calls for a great deal of care. However familiar may be the terms of the letter itself, there must be no familiarity on the outside of it, no want of formality on the envelope. A few general hints are herewith given for guidance :—

(a) All ministers of religion, whatever the denomination may be, should be addressed as Rev. Between *Rev.* and the surname of the addressee, write the Christian name or the first letter of it, or (if these are unknown) write *Mr.*

Rev. Charles Paley ; Rev. C. Paley : Rev. Mr. Paley.

If the addressee holds the title of D.D., write "Rev. Dr. Paley," or "Rev. C. Paley, D.D."

(b) In addressing a layman (one who is not a minister of religion) we have to make a distinction between *Mr.* and *Esq.*, the former being applied to men who are considered to be of lower rank than the latter. But the distinction is very troublesome. The French custom of addressing all alike as *Mons.* or *M.* (= English *Mr.*) would be much more convenient.

A man holding the rank of Knight is addressed as *Sir*. e.g. "Sir William Jones," the Christian name being placed between the *Sir* and the surname.

(c) Medical practitioners are generally addressed as *Dr.*, whether they have taken the degree of *M.D.* or not. The word *Esq.* should never be written after a surname which has already had *Rev.*, *Dr.*, *Sir*, or *Mr.* placed before it.

(d) Business firms of any kind are addressed collectively as *Messrs.* — and *Co.*, or *Messrs.* — and *Son*, as the case may be. The word *Company*, which stands for *Co.*, is never written out in full.

(e) In the army, commissioned officers are addressed according to their respective ranks as Field-marshal, General, Colonel, Major, or Captain. A non-commissioned officer is addressed according to his rank as Sergeant or Corporal. An infantry-man is addressed as Private; a cavalry-man as Trooper; an artillery-man as Gunner.

(f) In the navy, the gradations of rank are Admiral, Vice-Admiral, Rear-Admiral, Commodore, Captain, Lieutenant.

56. The Parts of a Letter.—A letter consists of four parts:—(1) the heading; (2) the salutation; (3) the body of the letter; (4) the ending. I describe each of them below in the same order, except that for convenience' sake I have reserved the third—the body of the letter—to the last.

57. The Heading.—This gives the writer's place of residence or (if he is away from home) the place to which the answer is to be addressed, and the date of writing the letter. The heading is usually written at the top of the first page in the right-hand corner, and might run as follows:—

Elgin House
16 Grove Place
Wakefield
Wiltshire.
4th July 1901.

58. The Salutation.—The form of salutation depends on the status of the person addressed and on the degree of intimacy subsisting between the writer and the addressee. (a) The most familiar form such as might be used in a letter between brother and sister, or between intimate cousins, or between very intimate friends unrelated by blood, is to write nothing more than the Christian name, as *My dear Albert*, or *My dear Mary*. If cousins are not intimate, one can address the other as *My dear cousin*. (b) Blood relations of an older generation can be addressed as *My dear Mother*, *My dear Father*, *My dear Uncle*, *My dear Aunt*, etc. The childish titles *Papa* and *Mamma* had better be avoided. (c) Men of a rank equal to that of the writer can be addressed—*Dear* (or *My dear*) *Dalton*, *Dear Mr. Dalton*, *Dear Dr. Dalton*, *Dear Sir*—according to the degree of intimacy or according to the profession of the addressee. *My dear* is considered rather more intimate than *Dear*. If for some reason or other the writer desires to write as stiffly as possible, he may write nothing more than *Sir*. (d) A married woman can be addressed—*Dear* (or *My dear*) *Mrs. Dalton*, or *Dear Madam*, according to the degree of intimacy. An unmarried woman should be addressed as *Dear Miss Dalton*.

59. The Ending.—The form of the ending should always be in keeping with that of the salutation. Sometimes the salutation is repeated. In this case it must be introduced by *I am*, or *I remain*, or *Believe me to be*, as given below:—

I am, my dear Charles,
Your affectate father,
X. Y. Z.

I remain, my dear Dalton,
Yours sincerely,
X. Y. Z.

But there is no necessity to repeat the salutation, or even to use the words *I am*, *I remain*, *Believe me to be*. It is sufficient to say—

Your affectate father,
X. Y. Z.

Yours sincerely,
X. Y. Z.

For friends who are not related by blood, the words used at the close of the letter will depend upon the degree of intimacy between the writer and the addressee, or upon the impression that the writer desires to leave upon the mind of the addressee. If he desires to be very cordial and to leave that impression, he can end his letter with *yours ever*, *yours always*, *yours most sincerely*, *yours very sincerely*, *ever yours sincerely*, *yours affection-*

ately. But the words *yours sincerely* (sometimes written in inverted order as *sincerely yours*), though less effusive, are suitable for almost any degree of friendship that is well established.

If the writer thinks that he should be rather less intimate than what is implied in *yours sincerely*, he can say *yours very truly*; or to be rather more distant, he can say *yours truly*; or to be more distant still, he can say *yours faithfully*.

A pupil addressing his master usually signs himself *your obedient pupil*.

After such a salutation as *Dear Sir* (which may be taken in either a deferential or a distant sense), the ending might be either *yours respectfully* or *yours faithfully*, according as the writer desires to be deferential or distant.

60. The Body of the Letter.—We come at last to the body of the letter, which is of course the substance or main part of it. A few specimens will be given below, but in the meantime we may remind the reader of the general precepts as to penmanship, spelling, punctuation, etc., given in § 54, and offer a few other remarks in addition.

Because a letter is intended to be an exchange of ideas and feelings between relatives or friends, it does not follow that the writer should set aside as unnecessary or as unworthy his attention the rules of neatness, accuracy, legibility, good composition, and good grammar. These should be attended to anyhow. But in the choice of words, the quality of matter, and the general tone of the composition, more freedom is allowed in a private letter than in a formal essay or narrative. What passes between friends by letter is not intended to be formal (unless the acquaintanceship happens to be very recent and therefore still a little distant), but to express in an easy and natural style the kind of talk that would pass between them if they met. At the same time, a young student who has not acquired facility in writing correctly impromptu, had better err, if error it can be called, on the side of carefulness in arranging his ideas before he begins and in considering how he is to express them.

Colloquialisms, though unsuitable in an essay, are not out of place in familiar or friendly correspondence; but slang words, which do not sound well in conversation, look even worse in a written letter. In writing to a relation or to an intimate friend one is naturally inclined, and under certain

circumstances one may be compelled, to say a good deal about oneself. But the frequent use of "*I*" has a bad effect and appears egotistical. This can often be avoided by giving a fresh turn to the sentence or by dispensing with the pronoun altogether. Thus, for "*I think*," etc., you can say "*It strikes me*" (*me* being a more modest form of the pronoun than *I*), or simply "*It appears*," etc. Instead of saying "*I look forward to your coming*," etc., you can say "*We are looking forward to your coming*"; this can always be done in cases where the writer himself is not the only person in the house concerned.

61. The First Sentence of a Letter.—The first sentence is usually, but not necessarily, so worded as to give some indication of the writer's feelings or of his reasons for writing the letter. If he is the first to begin the correspondence, or if he has received no answer to a letter written some time ago, he might commence in some such way as the following:—

- ✓ I am writing to tell you of my safe arrival here last night.
- ✓ I have been so busy of late, that I could not find time to write to you before.
- ✓ I have some good news to tell you, and I am sure it will come as a surprise.

After my long silence you will, I fear, have begun to think that I was never going to write to you again. There could not have been a greater mistake.

- ✓ You will be very sorry to hear that, etc.
- The result of the examination is out, and though it is disappointing in one respect, it might have been a great deal worse.
- ✓ I heard incidentally that you had suffered from overwork and needed rest and change of air. If this is so, I hope you will come to us for a few days, etc.

I wrote to you about a month ago, but as I have heard nothing since, I begin to fear my letter may have miscarried.

I heard that you had left — about a month ago; and as I have now discovered your address, I take the first opportunity of breaking the silence.

I am going to ask you if you will do a little job for me in the place where you are, as I am unable to go there and do it myself.

As I know you will be anxious to hear how my mother is, I send a line to say, etc.

I was obliged to wait till the vacation commenced, before I could write to you again.

We have had a great shock since you last heard from me.

I promised to give you my impressions of this place, as soon as we had lived here long enough for me to form an opinion.

- ✓ Do not be surprised at hearing from me again so soon. The matter about which I wrote has suddenly entered upon a new phase.

If the writer is replying to some letter, it is usual to make some reference to its date and contents. A few specimens of the manner in which the opening sentence might be worded are given below :—

Many thanks for the congratulations contained in your letter of the 3rd.

My delay in answering your letter of the 14th has not been intentional. I mislaid your address.

✓ I gladly avail myself of the kind offer contained in the letter received from you this morning.

Your letter of the 7th, inquiring after the health of my son, gave the wrong number to the house, and therefore did not reach me till this morning.

I was much pained by the sad intelligence conveyed to me by your letter of yesterday's date.

✓ I hope you will excuse me for having put off answering your last letter so long.

I have done what you asked me to do in your letter of the 25th ultimo, and hope the result that I am now going to report will be satisfactory.

We are all extremely glad to learn from your letter of the 10th inst. that your son has made such a good start in life.

I sat down to answer your letter of the 4th inst., when your reminder suddenly turned up. So this letter must be an answer to both.

You will see from the heading given above that I have changed my house.

I do not lose a mail in answering the very important letter that I received from you this morning.

I have much pleasure in accepting your very kind invitation to spend part of the ensuing vacation at your house.

The news contained in your letter of the 12th inst. caused me much astonishment and still more regret.

62. Specimens of Private Letters.—I give a few specimens of private letters written by well-known literary men, whom the student may safely take as models :—

1. *From Cowper the Poet to Mrs. Cowper, a cousin : on the loss of her brother at sea.*

May 10, 1780.

MY DEAR COUSIN,

I do not write to comfort you,—that office is not likely to be well performed by one who has no comfort for himself,—nor to comply with an impertinent¹ ceremony, which in general might be spared on such occasions ; but because I would not seem indifferent to the concerns of those whom I have so much reason to esteem and love. If I did not sorrow for your brother's death, I should expect that nobody would be sorry for mine. When I knew him, he was much beloved, and I

¹ Out of place, irrelevant, not to the purpose. This is the older sense of the word.

doubt not he continued to be so. To live and die together is the lot of a few happy families, who hardly know what a separation means, and one sepulchre serves them all. But the ashes of our kindred are dispersed indeed. Whether the American gulf has swallowed up any other of my relations I know not: it has made many mourners.

Believe me, my dear cousin, though after a long silence, which perhaps nothing less than the present concern could have prevailed with me to interrupt, as much as ever,

Your affectionate kinsman,
WILLIAM COWPER.

2. *From Cowper the Poet to his friend Rev. William Unwin.*

July 7, 1780.

MY DEAR FRIEND,

As two men sit silent, after having exhausted all their topics of conversation, one says—"It is very fine weather," and the other says—"Yes"; one blows his nose, and the other rubs his eyebrows; such seems to be the case between you and me. After a silence of some days I wrote you a long something that I suppose was nothing to the purpose, because it has not afforded you materials for an answer.

When I began, I expected no interruption. But if I had expected interruptions without end, I should have been less disappointed. First came the barber; who after having embellished the outside of my head has left the inside just as unfurnished as he found it.

Then came Olney bridge, not into the house, but into the conversation. The cause relating to it was tried on Tuesday at Buckingham. The judge directed the jury to find a verdict favourable to Olney. The jury consisted of one knave and eleven fools. The last-mentioned followed the afore-mentioned as sheep follow a bell-wether, and decided in direct opposition to the said judge. Then a flaw was discovered in the indictment. The indictment was quashed, and an order made for a new trial.

The new trial will be in the King's Bench, where the said knave and said fools will have nothing to do with it. So the men of Olney fling up their caps and assure themselves of a complete victory. A victory will save me and your mother many shillings, perhaps some pounds, which, except that it has afforded me a subject to write upon, was the only reason why I said so much about it. I know you take an interest in all that concerns us and will consequently rejoice with us in the prospect of an event, in which we are concerned so nearly.

Yours affectionately,
WILLIAM COWPER.

3. *From Dr. Johnson to his friend Mrs. Thrale. (In this letter reference is made to the Gordon Riots of 1780.)*

LONDON, June 14, 1780.

DEAR MADAM,

Everything here is safe and quiet. This is the first thing to be told; and this I told in my last letter directed to Brightelmston. There has indeed been a universal panic, from which the King was the first that recovered. Without the concurrence of his ministers or the

assistance of the civil magistrate, he put the soldiers in motion and saved the town from calamities, such as a rabble's government must naturally produce.

Having put you at ease about the public, I may now tell you that I am not well. I have had a cold and cough for some time, but it is grown so bad that yesterday I fasted and was blooded,¹ and to-day took physic and dined : but neither fasting, nor bleeding, nor dinner, nor physic has yet made me well.

No sooner was the danger over than the people of the Borough found out how foolish it was to be afraid, and formed themselves into four bodies for the defence of the place, through which they now march morning and evening in a martial manner.

I am glad to find that Mr. Thrale continues to grow better ; if he is well, I hope we shall be all well ; but I am very weary of my cough, though I have had it much worse.

I am, dear Madam,

Yours sincerely,

SAMUEL JOHNSON.

4. *From Sir William Jones to Thomas Caldicott, Esq.* (Here the writer has a Postscript ; but there is a reason for it : see remarks on Postscripts in § 54.)

KRISHNA-NAGAR,

BENGAL,

Sept. 24, 1788.

MY DEAR CALDICOTT,

We had incessant labour for six hours a day, for three whole months, in the hot season between the tropics ; and what is a sad consequence of long sitting, we have scarcely any vacation. I can therefore write to you only a few lines this autumn.

Before your brother sent me "*Lewisdon Hill*," I had read it twice aloud to different companies with great delight to myself and to them : thank the author in my name. I believe his nameless rivulet is called *Bret* or *Brit* by Michael Drayton, who describes the fruitful marsh-wood.

Pray assure all who care for me or whom I am likely to care for, that I never directly or indirectly asked for the succession to Sir E. Impey, and that if any indiscreet friend of mine has asked for it in my name, the request was not made by my desire and never would have been made with my assent.

I have enough ; but if I had not, I think an ambitious judge a very dishonourable and mischievous character. Besides, I never would have opposed Sir R. Chambers, who has been my friend twenty-five years and wants money, which I do not.

I have fixed on the year 1800 for my return towards Europe, if I live so long ; and I hope to begin the new century auspiciously among my friends in England.

I am, etc.

P.S.—Since I wrote my letter, I have amused myself with composing the annexed ode to Abundance. It took me ten or twelve

¹ Obsolete. The word now used is "bled."

hours to compose and copy it; but I must now leave poetry, and return for ten months to work.

W. J.

63. Outlines for Practice in Writing Private Letters.—It rests of course with the teacher to set any subjects that he may consider most suitable for the pupils under him. A few specimens, however, are given below, in case they may be of any use.

As to the mode of writing private letters a few suggestions are herewith offered in addition to those that have been given already :—

(a) The subject of the letter should not be one that requires formal discussion or description, like the subject of an essay. Essay-writing and letter-writing are distinct forms of composition : each has merits of its own, and their respective purposes should not be confounded. An essay is formal, a letter is more or less colloquial.

(b) In a private letter the writer should not restrict himself to a single subject, as he would have to do in an essay or in a business-letter. In an essay unity is one of the chief merits : in a private letter it almost amounts to a fault, unless there is some particular reason for it. In a letter the writer may ramble as freely as he likes from one topic to another. It would be as well if he wrote about the main subject first. That being disposed of, he can write about anything else in which the addressee is likely to be interested. Observe that in the letter last quoted Sir William Jones touches upon six different topics (including the one in the Postscript). The same kind of discursiveness occurs in the other three letters quoted excepting the first, which as it is a letter of condolence deals with only one subject, the loss of a near relative by shipwreck. In such a letter the writer's mind, as might be expected, is occupied by a single subject.

(c) Let a new paragraph be given to every new topic or to every new turn in the line of ideas. This has been done, as the reader will have seen, in each of the four letters quoted above except the first. The separation of the contents of a letter into short paragraphs makes it easier for the reader to follow the different parts. The reason why the body of the letter first quoted is in a single paragraph is because, as has been stated in (b), it deals with only one subject.

1. *From son or daughter (at a boarding school) to parent.*
Complains of not having been promoted.

Has had no promotion, and thinks he deserved it. He has not been idle, and is quite old enough to go into a higher class.

Asks parent to address master on the subject, or remove him at end of term.

Feels discouraged at seeing others of his own age or of a younger age promoted, and himself left in the same class.

Constant rain; no likelihood of a break. Not much chance for cricket or hockey in such weather.

2. *From parent to son or daughter. Answer to the Above.*

Is sorry for his disappointment, but cannot comply with either of his requests.

No occasion to be discouraged. Promotion will come in due course, when student is fit. Teacher knows best.

Weather here has cleared. Mowing has commenced in some of the fields. Prospects of a good hay-crop this year.

3. *From cousin to cousin. Visit to the Seaside.*

Scenes and amusements on the sands. Crowds of people every day.

Sea-view from front window of lodgings.

Had a cruise out with friends in a sailing-boat. Began to feel rather ill, but managed to fight against it.

Asks cousin whether he cannot join them. An extra bed can be got ready in the same house, if immediate notice is sent. Fresh tourists coming in every day.

4. *From cousin to cousin. Answer to the Above.*

The letter had to be forwarded, as they had left home, and are now at a seaside place themselves.

Cannot now change lodgings. But in August next year they might arrange to go to the same place together.

Describes a day's fishing on a rather rough sea, and what fish they caught.

A deer-park about three miles off, in which they have already had one ramble. Luneheon under a spreading oak. A tame deer came to be fed with bread and biscuits.

5. *From a young man to his mother. On a Cycle Tour with friend.*

Has just reached a quaint little village. All the cottages thatched. He and his friend will halt here for a day or two's rest.

Expects to reach a certain country-town (to be named) by a certain date (to be named). Can she send him a postal order, which will reach him there on that date?

He wants, if she can send it, a certain sum (to be named), as he has still many interesting places to visit before he returns home ; he has to pay his way as he goes on.

His friend is making a similar request to his parents.

6. *Mother's answer to the Above.*

Will send the postal order, but finds it difficult.

Heavy expenses on account of internal repairs of house and outside painting.

Weather has been very favourable for spring-sowings. Good supply of flowers and vegetables expected in summer.

A martin has just begun to build over the window that looks on the garden. Hopes the same martin will return year after year, as these birds sometimes do.

7. *Son's answer to the Above.*

Thanks her for the promise to send the postal order.

Has decided, however, on returning home at once, and has still enough money for the purpose.

Feels that it would be selfish to put her to further expense on his account.

His friend will not object to his leaving him, as he was expecting another friend to join him.

Will pass through a village (to be named) on his way home, and will spend the night at his uncle's house.

Hopes to reach home by a certain date (to be named).

(B) *Business-letters :—*

64. Kinds of Business-letters.—The term "business-letter" is intended to include all kinds of letters not belonging to the class already described. The business may be either (a) private or (b) public.

(a) A *private* business-letter is one written to or by some man, not as a private friend, but in some business-capacity,—such as a schoolmaster, a manufacturer, a tradesman or retail dealer, a merchant or wholesale dealer, a banker, a lawyer, a landlord, a contractor, a broker, an agent, a professional man of any kind ; and the letter may be addressed either to an individual or to a company, such as a water company, a gas company, an engineering firm, a publishing firm, a printing firm, etc.

(b) A *public* business-letter (more commonly known as an "official" letter) is one written to or by any one in his official capacity. Such a person may be either holding some public office or representing some important public association, such as a School Board, a Municipal Board, an Urban Council, a County Council, etc.

65. Five Parts of a Business Letter.—In business correspondence, whether private or public, there are five parts to a letter against four in correspondence between friends and relatives (§ 56).

(1) *The heading.*—Precisely the same as in familiar correspondence (§ 57).

(2) *The salutation.*—Not the same as in familiar correspondence. If the business letter is of the class (a) (private), the form used in addressing an individual is *Sir* or *Dear Sir*, or (if the address is a minister of religion) *Rev. Sir*. The form used in addressing a firm or company is *Sirs*, or *Gentlemen*, or *Dear Sirs* (never *Dear Gentlemen*).

If the business-letter is of the class (b) (public or official), the form of salutation is invariably *Sir*; and the body of the letter usually commences with, "I have the honour to," etc., or "I beg to," etc.

(3) *The name and designation of the addressee.*—In writing the name and designation of the addressee use precisely the same words as those written on the envelope: see above, § 55.

This is a new item, and is peculiar to a business-letter. It is not required in correspondence between friends and relatives, because in such letters the surname of the addressee is either not necessary or is given in the salutation. In a business letter the surname is always necessary; and as it is not given in the salutation, it must be written somewhere else, so that there may be no doubt as to the name of the person or firm or public body for whom the letter is meant. Such words as *Sir*, *Gentlemen*, *Dear Sir*, might apply to any one.

The name and designation of the addressee are written immediately above the salutation.

Note.—If the correspondents happen to be well acquainted with each other, the writer instead of saying *Dear Sir* may (if he prefers it) address the other person by his surname, as *Dear Jones* or *My dear Jones*. In this case it is of course not necessary to write the name of the addressee above the salutation. In official correspondence such a letter is called "demi-official."

(4) *The body of the letter.*—The style of a business-letter is different from that of a letter between friends: (a) it is more formal and more carefully worded; (b) it limits itself strictly to the business in hand, and deals with it in the fewest and plainest terms.

(5) *The ending.*—If the business-letter is of the non-official

class, the form of ending is *yours faithfully*, or in the case of a tradesman writing to a customer, *yours obediently*: such adverbs as *truly*, *sincerely*, etc., are not used. If the letter is official, the form of ending is:—

I have the honour to be,

Sir,

Your obedient servant,

N. or M.

The following is a specimen of the parts of a letter that might be addressed to a mill-owner:—

- | | |
|--|--|
| (1) <i>Heading</i> | 16 CHAPEL PLACE,
PURTON,
SOMERSETSHIRE,
10th Aug. 1901. |
| (2) <i>Name and designation of addressee</i> | To A. Jones, Esq.
Manager of Elgin Mills. |
| (3) <i>Salutation</i> | DEAR SIR (or SIR), |
| (4) <i>Body of Letter</i> | In compliance with your letter of yesterday's date, I shall be happy to meet you at your office on Wednesday next at 12 o'clock (noon), to discuss the terms of the proposed contract for the supply of military tents required for the forthcoming manoeuvres on Salisbury Plain. |
| (5) <i>Ending</i> | I am, dear Sir,
Yours faithfully,
N. or M. |

66. Use of the Third Person.—Sometimes, to save time, the use of the first and second persons is avoided altogether, and only the third person is used. Thus a tradesman might be addressed as follows:—

Mrs. — requests Mr. — to supply the following articles, all of which are required by 4 p.m. on this date. A. M.

An invitation might be worded as follows:—

The members of the Constitutional Club request the pleasure of Mr. A.'s company to dinner at 8 p.m. on the 10th inst., to meet, etc. N. or M.,
Secretary.

When an official letter, the purport of which can be expressed in very few words, is written in the third person, it is called a docket:—

Has the honour to inform him that the undersigned cannot consent to the amount allotted for prizes being exceeded. He has no power, in fact, to sanction the proposed addition to the expenditure. N. or M.,

Inspector of Schools.

If a letter is commenced in the third person, care must of course be taken that it does not glide into the first or second before its close, as in the following :—

Has the honour to inform him that the undersigned cannot consent to the amount allotted for prizes being exceeded. I have no power, in fact, to sanction the additional expenditure that you propose.

67. Specimens of Business-letters.—A few specimens of business-letters are given below.

1. *Application for employment in a printing firm, with answer.*

4 QUEEN STREET,
EDINBURGH,
NORTH BRITAIN,
6th Dec. 1901.

To Messrs. Bereing Bros.

DEAR SIRs,

I understand there is a vacancy in your office in the bookbinding branch on a salary of ——— pounds a quarter, and I beg to apply for the appointment.

I have had three years' experience as a printer, and five years' experience as a binder, as the enclosed copy of my testimonials will show. My sole reason for leaving the firm with whom I have worked hitherto is that the climate of Edinburgh for the greater part of the year is trying to my chest; and my medical adviser considers it necessary that I should go farther south, where the east winds are less keen. In one of the accompanying letters it will be seen that my present employer speaks favourably of my work, and is kind enough to express regret at the prospect of my leaving them. Hoping for a favourable answer,

I am, dear Sirs,

Yours faithfully,
R. C——.

14 OXBRIDGE STREET,
LONDON, W.
10th Dec. 1901.

To R. C——, Esq.

DEAR SIR,

I have your letter of the 6th inst., and have shown it to the Managers, who have instructed me to say that they have no vacancy at present, but are favourably impressed with your certificates, and have ordered your application to be placed before them again when the next vacancy occurs.

I am, dear Sir,

Yours faithfully,
J. M——,
Secretary.

2. *Application for the office of clerk in a merchant's office, with the reply.*12 GRACE BANK,
CHISWICK, W.

3rd April 1901.

Messrs. Hicks, Palmer and Co.,
3 Austin Close,
E.C.

GENTLEMEN,

Having seen in this morning's *Daily Express* an advertisement for a clerk who is acquainted with book-keeping, I beg to offer myself as a candidate for the vacancy.

A few years ago I had some temporary employment in the office of Messrs. Beg, Dunlop & Co., as one of their book-keepers, and when the period for which I was engaged expired, I took lessons in shorthand and typewriting in the hope that these additional qualifications would be some recommendation for future employment.

During my engagement with Messrs. Beg, Dunlop & Co., which lasted more than two years, I became thoroughly conversant with the methods of book-keeping practised in that firm's office, as most of their books passed through my hands. The enclosed testimonial, besides explaining why my services could not be retained, bears witness to the confidence they placed in me, and the satisfaction that I gave them.

Though your advertisement is for a book-keeping clerk only, I should be happy to do any general work in which my services, especially in connexion with shorthand and typewriting might be found useful.

I am, gentlemen,

Your obedient servant,

3 AUSTIN CLOSE.
LONDON, E.C.

5th April 1901.

SIR,

We have received your letter of the 3rd applying for the vacant clerkship in our office. If you will call to-morrow at any time after nine o'clock in the forenoon, we will discuss the matter and see whether on further proof being given you appear likely to suit us. It must be understood, however, that, as we have to decide between yourself and several other candidates, we do not in any way commit ourselves to offering you the appointment.

Yours faithfully,

HICKS, PALMER & CO.

3. *Correspondence between shipbuilder and coal company.*4 ROMFORD STREET,
BIRKENHEAD,
CHESHIRE.

10th March 1898.

To the Secretary,
Welsh Coal Co.

DEAR SIR,

We shall be obliged by your sending to our shipyard twenty tons of Welsh coal, the price of which at the terms last quoted is twenty-

five shillings a ton. The coal should be delivered within a fortnight from the present time.

We are, dear Sir,

Yours faithfully,

LEWARD & Co.

9 JONES STREET,
WELSH COAL CO.,
CARDIFF,

12th March 1898.

Messrs. Leward and Co.

GENTLEMEN,

We are prepared to comply at once with the order contained in your letter of the 10th. But before doing so I think it necessary to inform you that, owing to the very heavy demands for Welsh coal recently received both from Russia and Germany, the price has risen since the last quotation, and now stands at thirty shillings a ton. I am unable to predict any date by which the price is likely to fall.

I am, dear Sirs,

Yours faithfully,

A. SMITH,

Secretary.

4 ROMFORD STREET,
BIRKENHEAD,
CHESHIRE,

13th March /98.

To the Secretary,
Welsh Coal Co.

DEAR SIR

Your letter of the 12th inst. We are ready to pay at the rate named by you provided the coal reaches us not later than the 24th inst., on which date the vessel must load.

Yours faithfully,

LEWARD & Co.

WELSH COAL CO.,
CARDIFF,

14th March /98.

Messrs. Leward and Co.

GENTLEMEN,

I have dispatched the twenty tons of Welsh coal ordered by you, and trust that they will reach Birkenhead in about a week's time, two or three days sooner than the date stipulated by you. I enclose the invoice, and shall be glad to hear of the arrival of the coal.

Yours faithfully,

A. SMITH,

Secretary.

APPENDIX.—TRADE TERMS IN MORE OR LESS COMMON USE.

Abatement.—An amount deducted or cancelled from a bill of costs. Sometimes called a rebate.

(To) accept a bill.—To make oneself responsible for the payment of a Bill of exchange on its becoming due. (This is done by writing the word "accepted" across the bill and signing one's name under the word. For Bill of exchange see below.) One who accepts a bill of exchange is called an acceptor.

Account current.—An account that is not closed, but is still running on. ("Current" means literally "running.")

Accumulative.—A share in a commercial concern is said to be accumulative when the interest promised for each year accumulates, so that if the full amount is not paid in one year, the unpaid balance is added to the amount due in the following year or years.

Acquittance.—A written acknowledgment that acquits (releases) any one from debt or other liability: a receipt in full, that bars further demand.

Actuals.—Realised amounts, *i.e.* amounts actually received, as distinct from estimated ones.

Actuary.—One whose profession it is to calculate the risks incurred by an Insurance Company on account of fire, men's lives, etc.

Ad valorem.—Literally, "according to the value." This phrase (a bad coinage from Latin) is used to denote a duty or charge laid upon certain goods, at a certain rate per cent upon their value, as stated in their invoice; as an *ad valorem* charge or duty of 20 per cent.

Advance.—Money given before it is due; as an advance to a workman before the work is finished or before the right date of payment.

Agio (ā-jī-o).—The charge made by money-changers for exchanging one currency for another. The kind of money given in exchange is considered to be of more value than that which is received in exchange.

Alias.—Literally, "otherwise" (a Latin word). An assumed name.

Apprentice.—One who is bound by indentures or legal agreement to serve some company or individual for a certain time, with a view to learning the art or trade, in which the firm or individual is bound to instruct him.

Arrear, arrears (generally plural).—A balance which remains due to some one after a portion of the debt has been paid; as arrears of rent, arrears of wages, arrears of taxes, etc.

Asset, assets (generally plural).—The entire property of all kinds, belonging to a person, a company, or estate of some deceased person, is called the assets. When the word is applied to the estate of a bankrupt, his debts are called his liabilities; and what he can pay towards these are called his assets.

Assignee.—A person to whom some duty, business, or power is assigned. The word is generally applied to some person appointed,

under a commission of bankruptcy, to manage the estate of a bankrupt for the benefit of his creditors.

Attorney.—One who is deputed or authorised by another to transact business for him, as to sell shares, take rents, etc. A private person (not being an attorney at law or solicitor) can receive such authority by what is called a Power of Attorney.

Audit (Lat. *auditus*, a hearing).—The examination of an account, with the hearing of the parties concerned, by persons appointed for that purpose, who compare the charges with the vouchers, examine the parties and witnesses, allow or reject the charges, and state the balance. A person appointed for such a purpose is called an auditor. (The examination, however, is often done without any "hearing" of witnesses.)

Balance.—The sum or amount necessary to balance (equalise) the two sides of an account; it may be either a debit balance or a credit balance. To strike a balance is to find out the difference between the debit and the credit side of an account.

Barter.—To take one kind of goods for another instead of taking money.

Bequest.—What is bequeathed by will, especially personal property: a legacy.

Bill.—Any written statement of particulars may be called a bill; as "a bill of fare," "a bill of mortality." In trade it usually means a statement (in gross or by items) of what is due from customer to dealer.

Bill of exchange.—A written order or request from one person or house to another, desiring the latter to pay within a specified time to some person (designated in the order) a certain sum of money therein named, and charge it to the account of the drawer. The person or house that draws or writes the bill is called the *drawer*. The person on whom it is drawn is called the *drawee*. The person to whom the money is to be paid is called the *payee*.

Bill of lading.—A written account of goods shipped by any person, signed by the agent of the owner of the vessel, or by the master of the vessel, acknowledging the receipt of the goods, and promising to deliver them safe at the place directed, dangers of the sea excepted.

Bill of parcels.—An account given by the seller to the buyer of the several articles purchased, with the price of each.

Bogus.—Anything that is false or not genuine; as a "bogus contract."

Bonâ fide.—Literally "in good faith"; with no dishonest intention.

Bonded goods.—Imported merchandise of any kind, on which Custom House duties have to be paid. Such merchandise, until the duty is paid, is said to be "in bond." After the duty has been paid, the merchandise is said to be "out of bond."

Bonus.—(1) A gift to the shareholders of a joint-stock company, paid out of accumulated profits. (2) A premium paid for a charter or other privilege granted to a company. (3) Extra salary paid to employes on completion of a profitable year's trading.

Broker.—An agent employed as a middleman or negotiator to effect bargains or contracts between two other persons. He contracts in the names of those who employ him, and not in his own. The

remuneration which he receives is called *brokerage*. There are many different classes of brokers, as bill-broker (one who buys or sells bills of exchange), insurance-broker, stock-broker, etc.

Bullion.—Uncoined gold or silver. The name is also given to coined gold or silver, when the coins are not counted and the amount is reckoned by weight in the mass.

Capital.—The sum invested or lent as distinct from the income or interest that it yields.

Cargo.—Any kind of merchandise carried in a boat or vessel.

Carriage.—The charge made for carrying goods.

Cash.—Ready-money; generally applied to coin or specie, but also applied to bank-notes, drafts, bonds, Government notes, and any other form of paper easily convertible into coin.

Cash account.—An account of money received, disbursed, and on hand. (A word used in book-keeping.)

Cash-book.—A book in which is kept a register of money received or paid out.

Cashier.—Cash-keeper: the officer who has charge of the payments and receipts of a bank or a mercantile company.

Charter.—The contract or instrument by which a ship is hired or let for a certain time, or by which some special privilege is conferred. "To charter a ship" means to hire it for a season.

Cheque.—A written order on a banker or broker to pay money in his keeping which belongs to the signer.

Cheque-book.—A book containing a collection of blank forms of cheques.

Commission.—The brokerage or allowance made to an agent for transacting business for another; as a commission of ten per cent on sales. Commission is generally reckoned by a percentage.

Consignment.—The goods or commodities sent or addressed to any one at the same time and by the same conveyance. The person to whom they are sent or addressed is called the *consigner*.

Contraband.—Goods or merchandise, the importation or exportation of which is forbidden.

Contract.—A formal writing, which contains an agreement between two parties with a statement of the terms and conditions, and which serves as a proof of the obligation.

Counterfoil.—That part of a leaf left in a cheque-book, on which are noted the number, amount, and destination of the corresponding cheque; copy of invoice retained by tradesman, and anything of a similar nature.

Coupon.—A printed certificate or ticket to be presented for payment of interest due. Usually many tickets are printed together in a series on the same sheet. At each time of payment one of these tickets is cut off.

Credit.—This word is used in two senses for trade-purposes: (1) expectation of future payment for property transferred, or of fulfilment of promises given; as "to buy goods on credit," i.e. on trust. (2) A term used in book-keeping. The credit side of an account (as distinct from the debit side) is that on which are entered all items reckoned as values received from the party named at the head of the account.

Cumulative.—The same as *accumulative*, explained above.

Currency.—That which is in current circulation as having or representing a money-value. There may be a paper currency in the form of notes, or a specie currency in the form of coins.

Customer.—A person with whom a shop or business-house has dealings.

Customs.—Duties or tolls imposed by law on imports or exports.

Days of grace.—Those days (generally three) allowed to a debtor beyond the last day when payment of a bill or note became due. No legal action is taken against a debtor till after the days of grace, *i.e.* of favour or merey, are completed.

Debenture.—A written document acknowledging a debt, entitling the lender to regular payment of interest for a certain period, and giving him a prior claim to shareholders.

Debit.—An entry on the debtor side of an account, the opposite to *credit* (2). See above.

Deficit.—Literally “it falls short”; Latin. The sum or amount by which loss exceeds gain or expenditure exceeds income.

(On) Delivery.—At the time when the package, parcel, or goods are delivered (handed over) to the person for whom they were intended; as “the goods must be paid for on delivery.” “An undelivered order” is an order for goods which are still in transit or have not yet been delivered at their proper destination.

(On) Demand.—When the words “On Demand” are written on a document, it signifies that the amount named in the document is payable whenever payment is asked for.

Demurrage.—If a ship is detained in port beyond the time fixed for loading or unloading, the master or owner of the ship is entitled to some compensation from the owner of the merchandise for such delay or detention. This compensation is called demurrage. The same word is used for the compensation to be paid for delay in clearing goods from a railway.

Depositor.—One who makes a deposit of money in a bank.

Discount.—A deduction made for interest in advancing money before it is due. *True* discount is the interest, which, added to a principal, will equal the face-value of a note when the note becomes due. (The face-value of a note means the exact amount written on it without any addition for interest or reduction for discount.) *Bank* discount is a sum equal to the interest that is charged from the time of discounting the note until the note becomes due.

Discounting a bill.—Paying the amount stated in an account at some date before payment is due, after deducting the discount.

(To) Dishonour.—To refuse payment of a cheque or bill of exchange when it is presented.

Dividend.—A sum of money to be divided and distributed among the shareholders of a solvent company or among those entitled to share in a bankrupt estate.

Draft.—An order from one person to another, directing the payment of money.

Drawer, drawee.—See these words explained above under *Bill of exchange*.

Duty.—Lit. “that which is due.” Any sum of money required by

Government to be paid on the importation, exportation, or consumption of goods. All such goods are said to be dutiable.

Endorse, indorse.—To write one's name on the back of a cheque to secure its being paid.

Exchange.—The process of settling accounts or debts between parties residing at a distance from each other, without the intervention of money, by exchanging orders or drafts. These are called *Bills of Exchange*. Such bills may be drawn (written) in one country and payable in another, in which case they are called *foreign bills*. Or they may be drawn and made payable in the same country, in which case they are called *inland bills*. The term "bill of exchange" is often abbreviated into "exchange"; as to buy or sell exchange.

Example.—A. in London is creditor to B. in New York; and C. in London owes D. in New York a like sum. A. in London draws a bill of exchange on B. in New York. C. in London purchases the bill from A., by which A. receives his debt due from B. in New York. C. transmits the bill to D. in New York, who receives the amount from B.

Excise.—A tax on articles produced and consumed in a country; an internal duty or impost, as distinct from "customs," which are a tax on merchandise imported or exported. The word "duty" covers both. An excise can also be levied on licenses to pursue certain trades and deal in certain commodities.

Execute.—To complete what is necessary to give validity to a document, as by signing, and perhaps sealing and delivering.

Face-value.—The exact amount expressed on a bill, note, bond, or other mercantile paper, no addition being made for interest and no deduction for discount.

Fee.—Not the same thing as commission. A commission is so much per cent on the value of a transaction, as "a commission of ten per cent on sales." A fee is of optional amount or of an amount agreed to beforehand between the parties or regulated by custom. A commission is what is paid to an agent or broker: a fee is what is paid for professional services, as "a doctor's fee," "a dentist's fee," a "solicitor's fee," etc.

Firm.—A commercial or manufacturing company.

Flotsam.—Goods which float, when cast into the sea intentionally or by shipwreck.

Foreclose.—To "foreclose" a mortgage is to obtain a judgment of court for the payment of an overdue mortgage, and in default of payment to take possession of the mortgaged property or expose it to sale to meet the mortgage-debt.

Freight.—A sum paid for the carriage of goods. Sometimes, but not often, used as a synonym of "cargo."

Freighter.—The man for whom the goods are carried and who pays the freight.

Goodwill.—The goodwill of a trade is the probability that the old customers will keep up their connection with the old place, after it has changed hands. So when a man sells his business, he sells the assumed goodwill of his customers with it. The price paid for "goodwill" (apart from the stock, the plant, or the premises) is often the equivalent of one year's average custom.

(To) Honour.—To honour a cheque or bill of exchange is to give cash for it as soon as it is presented.

Hypothecate.—To pledge, without delivery of possession or transfer of title, any kind of property as security for a debt or loan.

Indenture.—A mutual agreement in writing between two parties, each of whom has a counterpart or duplicate. A contract by which a youth binds himself as apprentice to a master is called Indentures of Apprenticeship.

Insolvent.—A man is insolvent, when he is not able to pay his debts as they fall due in the ordinary course of trade or business, and the actual or cash value of his assets is not equal to his liabilities.

Instrument.—A written document which binds any one to the performance of some act, contract, etc.

Insurance.—A contract whereby one party undertakes to indemnify another up to a certain specified amount against loss by fire, death, burglary, or other unavoidable accident.

The person who undertakes to pay in case of loss is called the *insurer*. The person protected is called the *insured*. The danger against which the insurer undertakes to protect the insured is called the *risk*. The sum which the insured pays for the protection is called the *premium*. The contract itself, when reduced to form, is called the *policy*.

Invoice.—A written account of the particulars of merchandise shipped or otherwise sent to a purchaser, with the prices stated.

Jetsam.—Goods which do not float, but sink, when they are cast into the sea. (Observe the difference between flotsam and jetsam.)

Lease, leasehold.—A lease is a contract for the tenure of property granted to any one by a landlord for a certain period and under certain conditions. The tenure itself is called a *leasehold*. The person to whom the lease is granted is called a *lessee*.

Legacy.—A gift of property, especially personal property, by will; a bequest. The person to whom the gift is made is called the *legatee*.

Legal tender.—That currency or money which the law authorises a debtor to tender and requires a creditor to accept. The law varies in different countries. Thus in India silver money is legal tender up to any amount, while in England it is legal tender up to a very small sum.

License.—Formal permission granted to any one by the recognised authorities to perform certain acts or carry on a certain business, which without such permission would be illegal; as a license to keep a public-house, a license to sell gunpowder, a license to keep firearms, a license to practise medicine, etc. A person who has acquired such license is a *licentiate*, but this term is limited to callings of a higher class, such as medicine.

Lien.—A right possessed by any one to hold another's property until some claim is paid or satisfied.

Life annuity.—An annual payment, which will continue to be made to the end of one's life.

Life insurance.—An insurance against death; a contract by which the insurer undertakes, in consideration of his receiving a premium at stated intervals, to pay down a stipulated sum on the death of the insured person to his heirs.

Life-interest.—An interest or estate which lasts during a certain person's life, but does not pass to his heirs by inheritance.

Limitation.—There is a certain period prescribed by law, after which a claim for payment of debt is barred by the Statute of Limitation.

Limited company.—Called also a limited liability company. A company in which the liability of each shareholder is limited by the number of shares that he has taken, so that he cannot be called upon to contribute beyond the amount of his shares.

Liquidation.—To go into liquidation is to turn over the assets and accounts of an individual or of a company to a trustee, in order that the several amounts of indebtedness may be ascertained and the assets applied towards their discharge.

Locum tenens.—Lit. "holding the place" of another: a temporary substitute.

Monopoly.—The exclusive power, right, or privilege (legally granted) of dealing in some article or of trading in some market. Thus the proprietor of a patented article has the sole power of arranging for the sale of that article.

Mortgage.—A conveyance of property as security for the payment of a debt or the performance of a duty, to become invalid as soon as the debt is paid or the duty performed. He who thus mortgages or pledges his property is called the *mortgager*. The man to whom the property is mortgaged or pledged is called the *mortgagee*. To *redeem* a mortgage is to take the mortgaged property out of the hands of the mortgagee by paying him down in full the sum that he lent on the security of that property. For the meaning of "*foreclose* a mortgage" see *Foreclose*.

Negotiable.—A draft, cheque, bill of exchange, or any other kind of commercial paper is said to be negotiable, when it can be bought or sold or transferred to another by endorsement.

Notary.—Generally called a "notary public." A public officer who attests deeds and other writings or copies of them, usually under his official seal, to make them authentic.

Note of hand.—See below under *Promissory Note*.

Paper currency.—See above under *Currency*.

Par.—Literally "equal." This word is used in three phrases. *At par*, at the original price, neither higher nor lower; as when shares are sold at exactly the same price at which they were bought. *Above par*, above the original price, at a premium. *Below par*, below the original price, at a discount.

Par value.—Face value. (See above under *Face-value*.)

Patent.—A written document, which secures to an inventor, for a term of years, the exclusive right to his invention.

Payee.—The person named in a bill or note, to whom or to whose order the amount is promised or directed to be paid.

Percentage.—The allowance, duty, rate of interest, discount, or commission on a hundred.

Permit.—A written permission given by some one who has authority to grant it; as, a permit to land goods subject to duty.

Personalty.—Personal as distinct from real property: property in cash, shares, etc.

Plant.—The whole of the machinery and apparatus employed in carrying on a trade or mechanical business.

Policy.—The writing or instrument on which an insurance is embodied. (See above under **Insurance**.)

Preference shares.—Those shares in a commercial concern, the owners of which can claim their dividend, and sometimes their capital, should the concern become bankrupt, in preference to ordinary shareholders. Preference shares are at a fixed rate, while ordinary shares may rise or fall. A dividend paid on preference shares is called a preferential dividend.

Premium.—Literally, a "reward" or "prize"; Latin. For trade purposes this word is used in four different senses. (1) A sum of money paid in advance to any one for teaching a trade or art to one who is apprenticed to him for that purpose. (2) A sum in advance of or in addition to the nominal or par value of an investment; as, "he sold his stock at a premium," *i.e.* for more than the original price. (3) The sum paid to an insurer for a policy: see above under **Insurance**. (4) A synonym of *bonus* (2): see above under **Bonus**.

Presentment (of a bill of exchange).—The offering of a bill to the drawee for acceptance or to the acceptor for payment.

Promissory note.—Sometimes called a Note of Hand. A written promise to pay to some person named, and at a time specified therein, or on demand, or at sight, a certain sum of money.

Pro rata.—Written in full this is *pro rata parte*; Latin, "according to estimated part or proportion." *Pro rata* thus means "proportionately"; according to the share, interest, or liability of each person concerned.

Pro tempore.—Often contracted to *pro tem.*, "for the time being," until something is permanently settled.

Proximo.—Often contracted to *prox.*; in the next month after the present; in the coming month.

Proxy.—One who is officially deputed to act or vote as the substitute for another.

Re.—Latin word, "in the matter," *i.e.* concerning. At the head of a business letter it is a common practice to name the subject, as "*Re* Sale of Coal."

Realty.—Real as distinct from personal estate; property in houses or land.

Rebate.—A deduction made from the original price: see above under **Abatement**.

Redeemable.—Capable of being repurchased; held under conditions permitting or compelling repurchase; as, "bonds redeemable four months after date," "bonds redeemable in gold."

Reference.—A person to be referred to. Before closing a bargain or contract with a stranger, it is usual to ask him for references, *i.e.* the names of persons to whom reference can be made as a guarantee to his integrity, capacity, or other kind of fitness.

Reimburse.—To pay back an equivalent to what has been taken, lost, or expended.

Remittance.—Money sent, transmitted, or remitted to a distant place in satisfaction of a demand or in discharge of an obligation.

Retainer.—Called also a "retaining fee." A fee paid to engage a

lawyer to maintain a cause or prevent his being employed by the opposite party in the case.

Royalty.—A duty paid by a manufacturer to the owner of a patent, or by a publisher to the author of a book, for each article or each copy that is sold. Also a percentage paid to the owner of an article by one who hires the use of it.

Salvage.—The compensation allowed to persons who voluntarily assist in saving a ship or her cargo from loss at sea.

Schedule.—A written or printed scroll of paper ; especially a formal list or inventory attached to a larger document, as to a will, a lease, a statute, etc.

Security.—Something given, deposited, or pledged to make certain the fulfilment of an obligation, the performance of a contract, the payment of a debt, or the like. The word is sometimes applied to a person who becomes security or makes himself responsible for another.

Share.—One of a certain number of equal portions, into which any property or invested capital is divided.

Sinecure.—An office or position requiring little or no work of the holder, but giving him a regular salary.

Sine die.—Lit. "without day," no day being mentioned. An engagement is said to be postponed *sine die*, when no day is named or hinted at for resuming it.

Sleeping partner.—A partner who takes no part in the active business of a company or partnership, but is entitled to a portion of the profits or subject to a portion of the losses. He is sometimes called a dormant or silent partner.

Tariff.—A schedule or system of rates, charges, etc.; as, a tariff of fees, railway fares, etc.

Tender.—An offer or proposal made for acceptance ; as, a tender of a loan, of service, of a contract, of a commodity, etc.

Testator.—One who makes a will or testament, which will come into force at his death. Feminine form, *testatrix*.

Ultimo.—"In the last month" ; Latin : the month preceding the present month, as distinct from *proximo*, or the month following.

Underwriter.—One who writes his name under an insurance policy, especially a marine policy : an insurer.

Usufruct.—The right of using and enjoying the profits of an estate, without impairing the substance.

Wind up.—To wind up a company is to arrange and adjust its affairs for a final settlement of all existing claims.

